

## SECTION 8. HAND RECEIPT

8.1 Hand Receipt Overview. For Property Book accounting purposes, there are two types of property, Organization and Installation. The Hand Receipt Holder (HRH) receives and signs for all property issued by the PBO on a Hand Receipt. Procedures for processing the documents and issuing or transferring property are the same for both automated and manual systems. Under the GCSS-A/T SPR Module the PBO is the originator of these documents, unless otherwise specified.

a. Inventory. An inventory is a physical count of supplies and on-hand equipment. The HRH conducts inventories IAW AR 710-2.

b. COMSEC. The PBO will record only the authorization and identification data on the Authorization and Balance File for accountable, classified COMSEC material. The Remarks/Document Number section of the Unit Equipment Readiness Listing will list these COMSEC items.

c. Organization Property. Organization Property is authorized to the MTOE or deployable mobilization TDA units by their authorization documents. The following is also Organization Property:

- Organizational Clothing and Individual Equipment (OCIE) in CTA 50-900, Table 4.
- Items identified as deployable by CTA 50-909, Appendix B.
- Items in AR 840-10.
- Special tools and test equipment.
- Basic loads.
- Books.
- Unclassified Controlled Cryptographic Items.
- Items authorized by Section III, supplement of the deployable/mobilization TDA.

d. Installation Property. All property NOT listed as Organization Property, regardless of how it is authorized. Organizations will not take installation property to the field, or along with them upon change of station. MACOMs may grant individual exceptions.

e. Hand Receipt Holder. The HRH receives the Hand Receipt and checks it for accuracy. If the entries on the Hand Receipt differ from the actual on-hand quantities, the HRH will let the supporting PBO know. The PBO will prepare or request adjustment documents to correct the discrepancy. The PBO then posts the corrections to the Hand Receipt. The HRH will keep one signed copy as the HRH record. The PBO keeps the original, signed by the HRH.

f. Turn-In of Property. Turn-in of property book and nonexpendable items is required when items on hand exceed allowances. Turn-in procedures will be IAW AR 710-2 and local SOP.

g. Receipt of Non-expendable Items. Local procedures may direct that the Supply Support Activity (SSA) issue property directly to the HRH. When the receiving point receives the item(s), the authorized representative shown on DA Form 1687 will be contacted to pick up any non-expendable property waiting at the receiving point. The representative then proceeds to the receiving point to sign for and pick up the item(s). The representative and the warehouse clerk then sign and date all copies of the receipt document. The representative keeps one copy of the signed document and uses it as a temporary Hand Receipt. The warehouse clerk then forwards the original copy to the Property Book Office Section. If there are equipment shortages or damages, the HRH will notify the PBO and request disposition instructions. The PBO will hold a signed and dated copy of the receipt document in the HRH Suspense File until all property is received and a later Hand Receipt reflects the original receipt. When the HRH receives the awaited property, a signed receipt document is immediately sent to the PBO.

8.2 Primary Hand Receipt. Use these processes to view, transfer and print organization and installation equipment hand receipts; to add, modify and delete components; and to print Component Inquiry Listings.

a. From the **SPR-Module Main Menu**, click **Hand Receipt** to display the **Hand Receipt** menu (Figure 8.2-1).

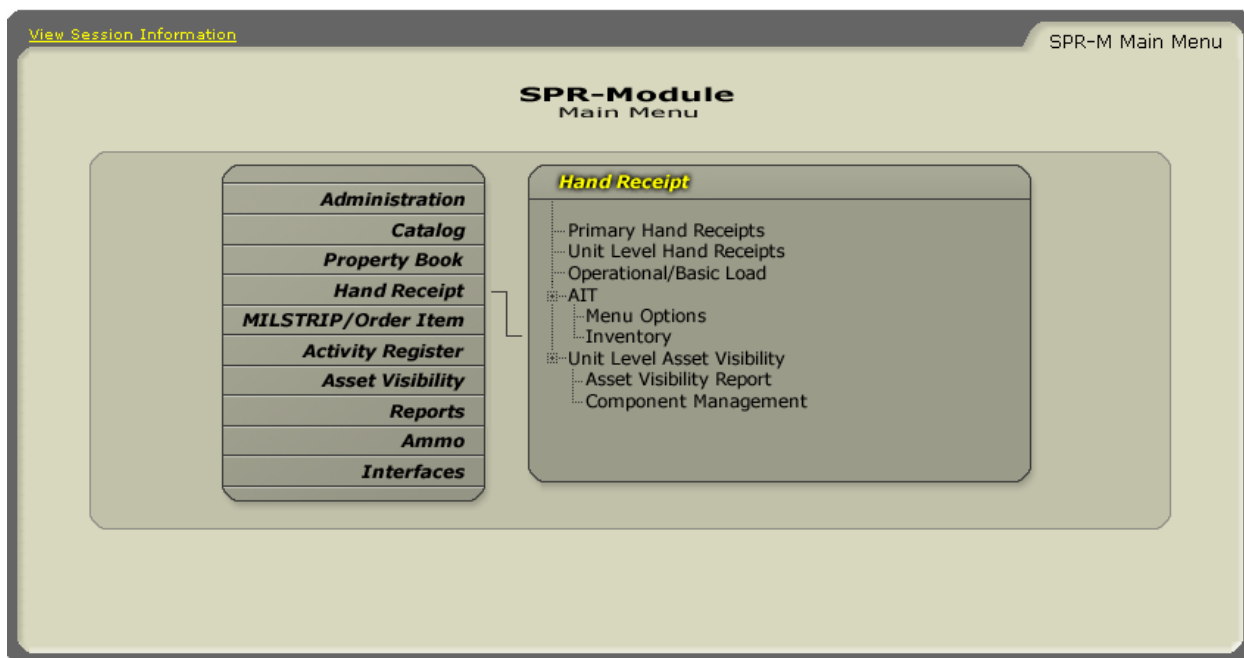


Figure 8.2-1 Hand Receipt Menu Screen

b. Click **Primary Hand Receipt** to display the **Primary Hand Receipt Processes** screen, **Organization Hand Receipts** tab (Figure 8.2-2).

Primary Hand Receipt Processes									
Organization Hand Receipts		PHR-1	Installation Hand Receipts		PHR-2	Systems Component Listing			
UIC: W1HDC1		Find		Unit Name: 21ST CAV BDE 2ND BDE			Date Last Inventory:		
Previous Page		Next Page							
LIN	PBIC	TAC	Req Qty	Auth Qty					
<a href="#">70200N</a>	4	3	0	2					
<a href="#">A03210</a>	4	2	0	1					
<a href="#">A06352</a>	4	2	0	24					
<a href="#">A21383</a>	4	9	0	1					
<a href="#">A23955</a>	4	2	0	3					
<a href="#">A32355</a>	4	9	0	19					
<a href="#">A56243</a>	4	2	0	2					
<a href="#">A79381</a>	4	2	0	12					
<a href="#">B07126</a>	4	2	0	2					
<a href="#">B48518</a>	4	2	0	1					
Previous Page		Next Page							
LIN	SUBLIN	NSN	Item Nomen	SRRC	CIIC	Oh Qty	Ecs	DI Qty	
70200N		<a href="#">660501Z210500</a>	DELL COMPUTER WORKSTA	S	U	2		0	
Search		Search Asset		Refresh		Save to Diskettes		Save All PBIC	
Print		Generate HR		View HR		Help			

Figure 8.2-2 Primary Hand Receipt Process Screen, Organization Hand Receipts Tab

c. The **Organization Hand Receipts** tab and **Installation Hand Receipts** tab have identical layouts and share all but one function, Save All PBIC. Therefore, only **Organization Hand Receipts** is discussed.

**8.2.1 View Hand Receipt Data.** Follow these instructions to view a selected hand receipt and its details.

- a. The screen is divided into two lists of data (Figure 8.2-3).

LIN	PBIC	TAC	Req Qty	Auth Qty
70200N	4	3	0	2
A03210	4	2	0	1
A06352	4	2	0	24
A21383	4	9	0	1
A23955	4	2	0	3
A32355	4	9	0	19
A56243	4	2	0	2
A79381	4	2	0	12
B07126	4	2	0	2
B48518	4	2	0	1

LIN	SUBLIN	NSN	Item Nomen	SRRC	CIIC	Oh Qty	Ecs	DI Qty
70200N		6605017210500	DELL COMPUTER WORKSTA	S	U	2		0

Figure 8.2-3 Primary Hand Receipt Process Screen

**Legend for Figure 8.2-3**

Number	Data Area	Function
1	LIN	Lists the Line Item Numbers belonging to the selected unit.
2	Materiel Item	Lists the materiel items associated with the selected LIN.

- b. Click the **UIC** LOV and select the desired UIC, or click the **Find** button to display the **UIC** search screen (Figure 8.2-4).

Column Name	Value
UIC:	<input type="text"/>

Find Close

Figure 8.2-4 UIC Search Screen

- (1) Enter the complete UIC.
- (2) Click the **Find** button.

**NOTE:** When a UIC is located using the UIC Search, the UIC LOV will display only that UIC until the Refresh button is clicked.

c. Use the list control buttons located above the lists to proceed to the next page of the list or return to the previous page.

d. Click the **LIN** in the LIN list to display the materiel items associated with that LIN.

e. Click the **NSN** in the materiel item list to display the **Hand Receipts Materiel Item Detail** screen (Figure 8.2-5).

LIN	NSN	Serial Num	Det SN	Reg Num	Lot Num	Lot Qty	Ecs	Sys Num
A02812	2590013846857	520692				0		

Figure 8.2-5 Organization Hand Receipts Materiel Item Detail Screen

(1) Use the List Control buttons to highlight an individual row.

(2) Click the **Close** button to exit the screen.

f. To view detailed due-in document information for a particular end item,

(1) Click the **DI QTY** to display the **Due-In Status** screen (Figure 8.2-6).

DIC	Doc #	LIN	Original Type	PD	Requested Qty	Trans Qty	DI Qty	Serial #	Reg #	Lot #	Sys #	EIC/TRC	Ecs	PRJ CD	RDD	Status	ESD	Date Closed	Remarks
A0A	W810E522050001	A95703		12	1	0	1								000				

Figure 8.2-6 Due-In Status Screen

(2) If there are multiple dues-in, use the **Next Page** and **Previous Page** buttons to view more records.

(3) Click the **Close** button to exit the screen.

**8.2.2 Hand Receipt Searches.** The **Organization Hand Receipt** and **Installation Hand Receipt** tabs contain two search buttons. The Search button is used to find items under a broad category. The Search Asset button is used to find items under a more specific category.

a. Click the **Search** button to display the **Hand Receipt Search** screen (Figure 8.2-7).

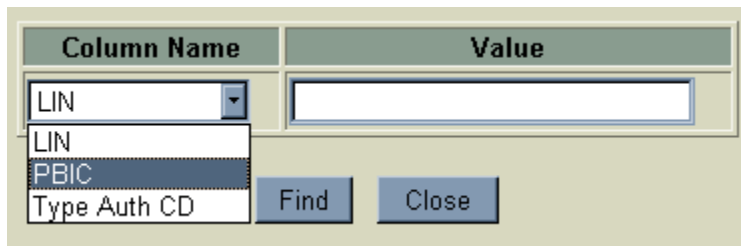
The screenshot shows a web-based search interface. At the top, there are two columns: 'Column Name' and 'Value'. Under 'Column Name', there is a dropdown menu currently showing 'LIN'. A list of options is open below the dropdown, including 'LIN', 'PBIC', and 'Type Auth CD'. The 'Value' column has an empty text input field. At the bottom right, there are two buttons: 'Find' and 'Close'.

Figure 8.2-7 Hand Receipt Search Screen

b. Click the **Search Asset** button to display the **Hand Receipt Asset Search** screen (Figure 8.2-8).

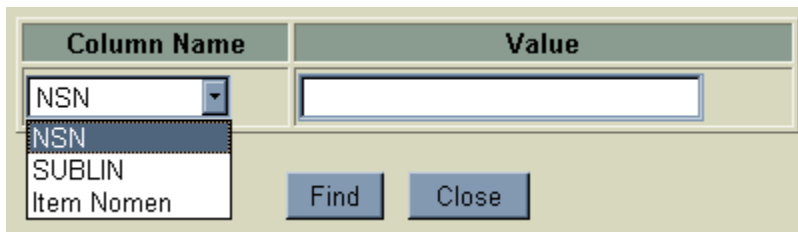
The screenshot shows a web-based search interface for assets. It has the same layout as Figure 8.2-7, with 'Column Name' and 'Value' columns. The dropdown menu under 'Column Name' is open, showing options 'NSN', 'SUBLIN', and 'Item Nomen'. The 'Value' column has an empty text input field. 'Find' and 'Close' buttons are at the bottom right.

Figure 8.2-8 Hand Receipt Asset Search Screen

c. Select the data element to search by from the **Column Name** LOV.

d. Enter the **Value** and click the **Find** button.

e. Click **Close** to exit the search screen.

**NOTE:** For further assistance with searches, see section 4.

**8.2.3 Saving Hand Receipts to a Diskette.** There are two functions for saving a hand receipt to a diskette for input at ULLS-S4, Save to Diskettes and Save All PBIC.

**8.2.3.1 Save to Diskettes.** Use this function to create a download of a hand receipt for a selected UIC. The hand receipt may be limited to all records for a single PBIC.

a. To create a partial hand receipt, perform a **Search** by **PBIC** before proceeding. Otherwise, the hand receipt will contain all hand receipt records.

b. Click the **Save to Diskettes** button to display the **File Download** dialog box (Figure 8.2-9).

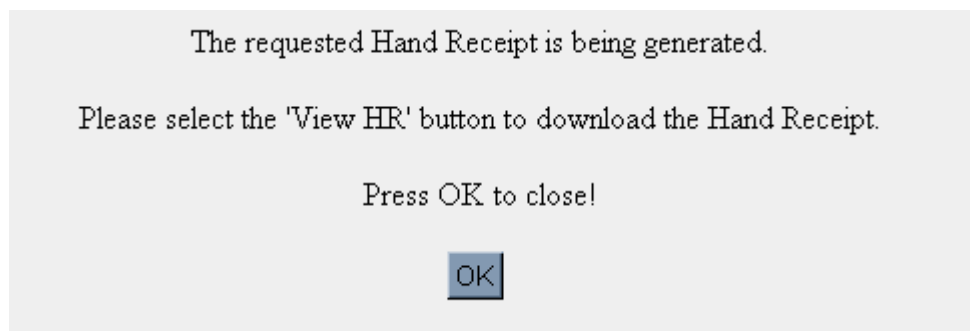


Figure 8.2-9 File Download Dialog Box

c. Click the **View HR** button to display the **Hand Receipt Download Center** screen (Figure 8.2-10).

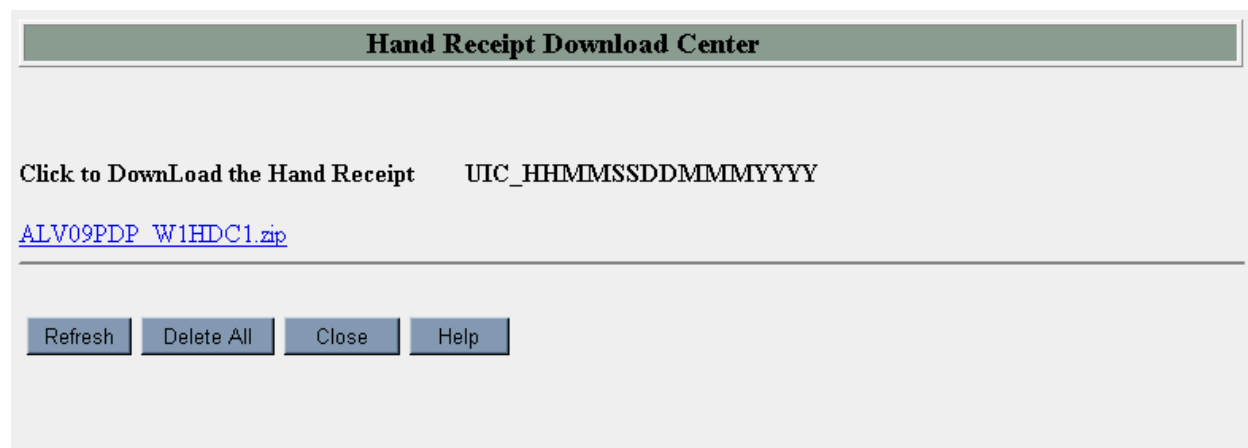


Figure 8.2-10 Hand Receipt Download Center Screen

d. Wait from one to twenty minutes for the file to generate and then click the **Refresh** button.

e. Click the file name, **ALV09PDP\_(UIC).zip**, to save the file on a local drive.

- f. If the **Security Warning** screen appears (Figure 8.2-11), click the **OK** button.

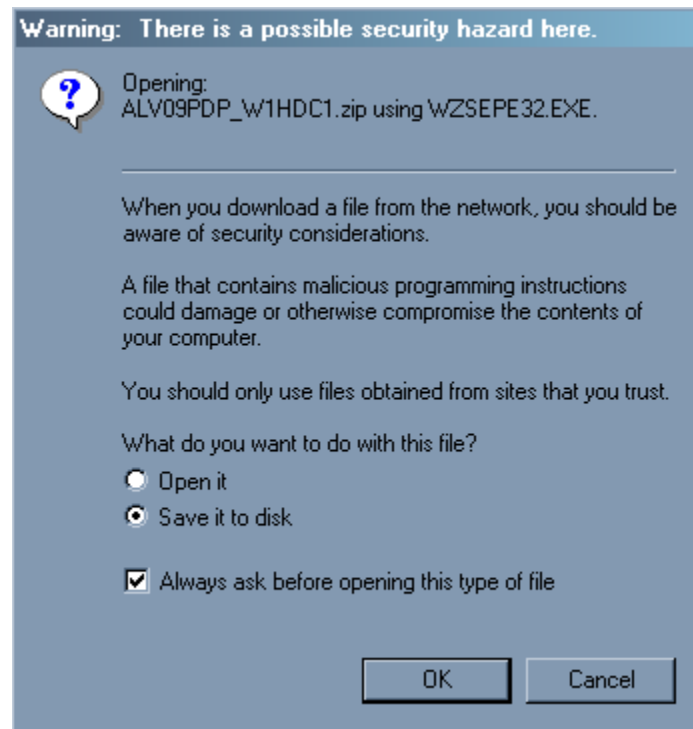


Figure 8.2-11 Security Warning Screen

- g. If the **Unknown File Type** dialog box (Figure 8.2-12) appears, click the **Save File...** button.

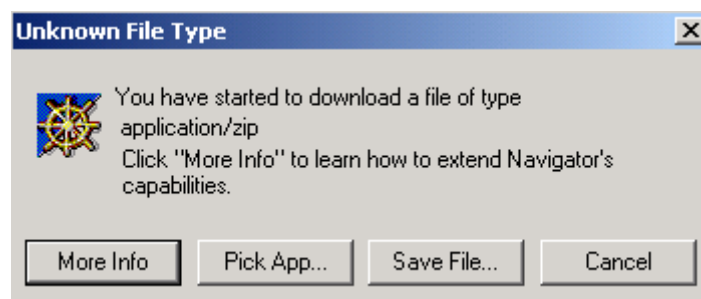


Figure 8.2-12 Unknown File Type Dialog Box



h. The **Save As** screen appears (Figure 8.2-13).

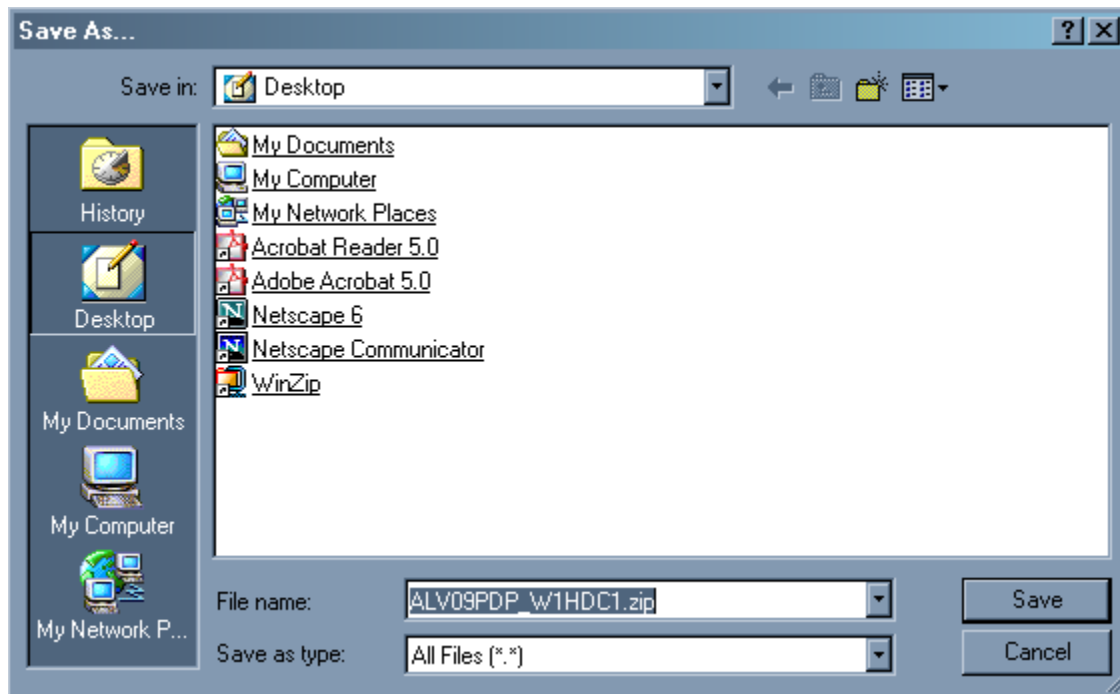


Figure 8.2-13 Save As Screen

i. To save the file in a location other than the Desktop, click the **Save in:** LOV and select a location.

j. To rename the file, click in the **File name** box and type the new name. Otherwise the file name is the UIC followed by the server time and date.

k. Click the **Save** button.

l. To unzip the file and write it to a diskette, locate the file and click it to display a **WinZip** screen (Figure 8.2-14).

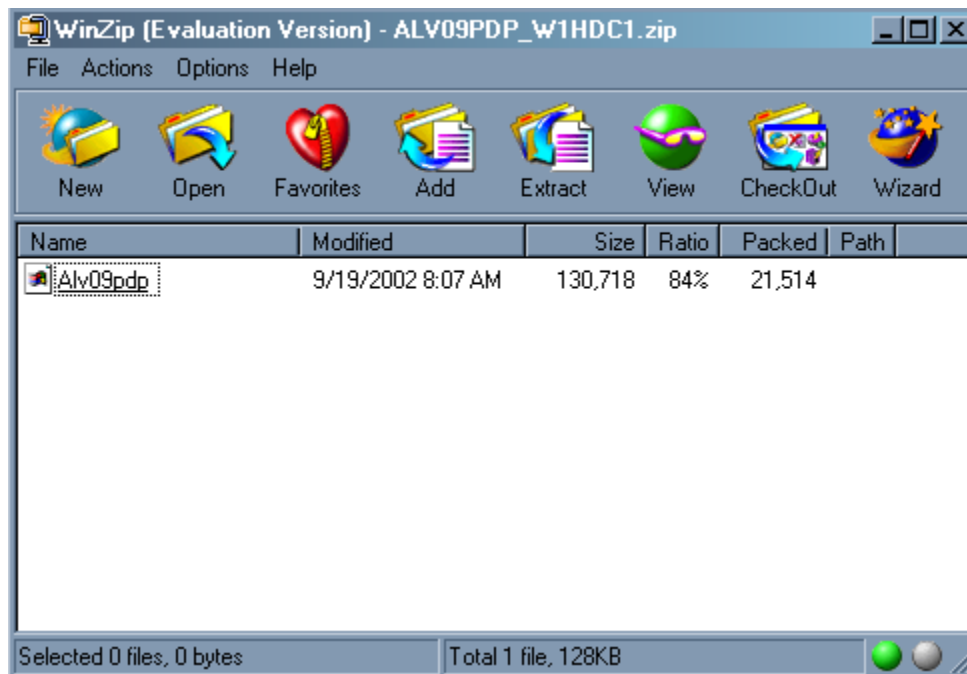


Figure 8.2-14 WinZip Screen

- m. Insert a 3½" floppy diskette into the drive.
- n. Click the **Extract** button to display the **Extract** screen.
- o. Click the **3½ Floppy (A:)** icon to select the destination (Figure 8.2-15).

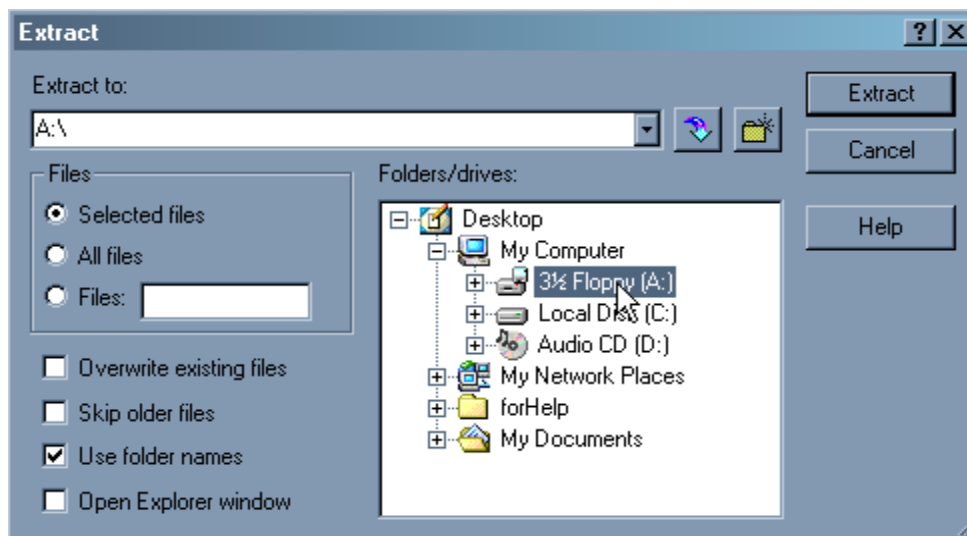


Figure 8.2-15 Extract Screen, Floppy Drive Selected

- p. Click the **Extract** button to write the file to diskette.

q. After the file is on the diskette, **right** click the **Start** button to display a menu (Figure 8.2-16).

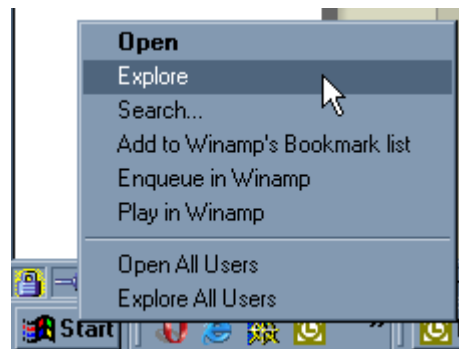


Figure 8.2-16 Start Menu

r. Click **Explore** to display the **Windows Explorer** screen.

s. Click on **3½ Floppy Drive (A:)** (Figure 8.2-17).

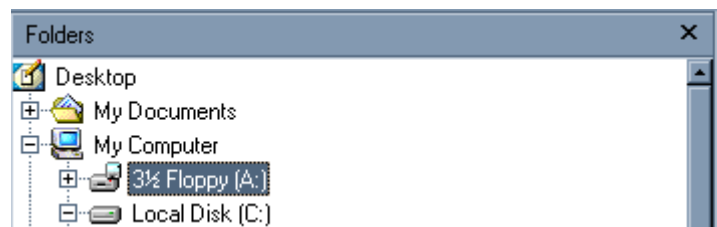


Figure 8.2-17 Windows Explorer Screen, Diskette Selected

t. **Right** click the file name and select **Rename** from the menu (Figure 8.2-18).

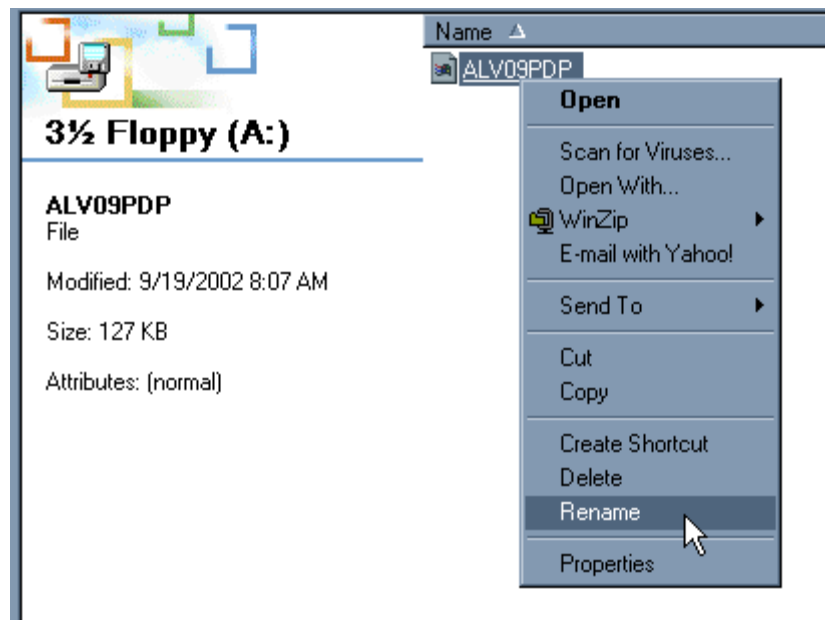


Figure 8.2-18 File Menu

u. Place the pointer at the end of the file name and click inside the file name box (Figure 8.2-19).

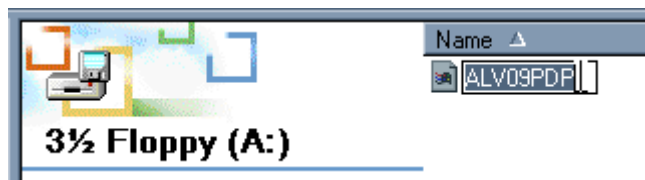


Figure 8.2-19 File Rename

v. Type **".new"** in the box and press **Enter**.

w. The file name should now read **ALV09PDP.new** (Figure 8.2-20).

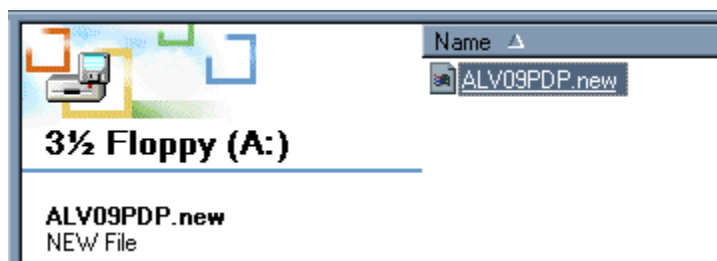


Figure 8.2-20 Renamed File

x. After renaming the file, close **Windows Explorer**.

**8.2.3.2 Save All PBIC.** Use this function to create a download of all hand receipt items, both Organization and Installation.

a. This function is available on the Organization Hand Receipts tab only.

b. Click the **Save All PBIC** button.

c. Follow steps b through x above. The file name will be **ALV09PDP\_ALL\_(UIC).zip** instead of **ALV09PDP\_(UIC).zip**.

8.2.4 Printing a Hand Receipt Report. Use this function to produce a hardcopy hand receipt report.

- a. Click the **Print** button to display the **Generating Report** message (Figure 8.2-21).

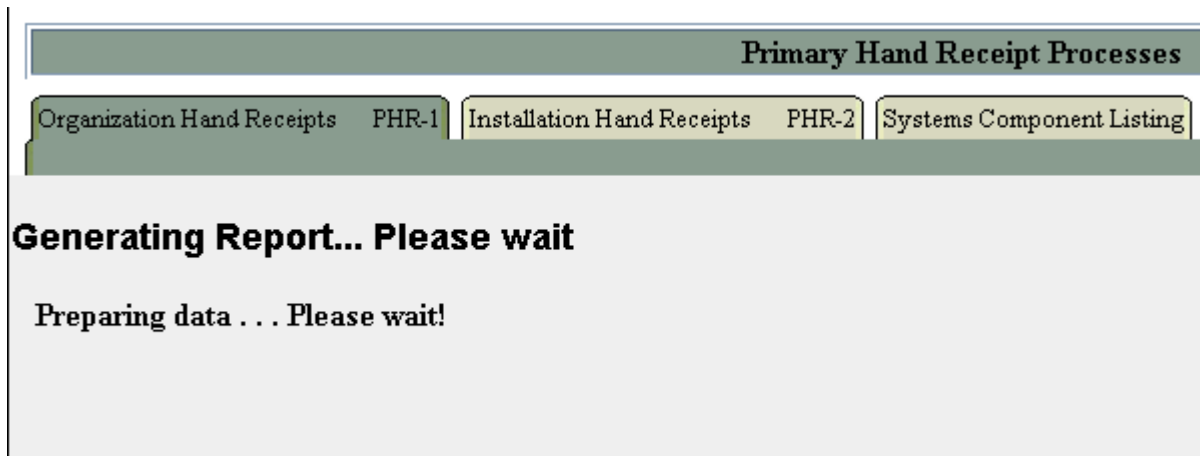


Figure 8.2-21 Primary Hand Receipt Print Option Screen

**NOTE:** The wait time for the report depends upon the size of the hand receipt and the range of LINs selected.

- b. When the **Excel** screen appears, click the **Print** icon on the toolbar.
- c. After the report is printed, close the **Excel** screen.
- d. Click the **OK** button on the dialog box (Figure 8.2-22) to return to the **Primary Hand Receipt Processes** screen.

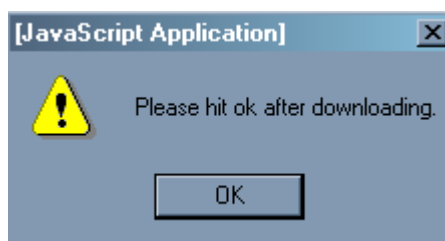


Figure 8.2-22 Dialog Box

**8.2.5 Creating a Zipped Hand Receipt Report.** Use these steps to create a .zip (compressed) file containing the hand receipt information.

- a. Click the **Generate HR** button to create the .zip file on the server.
- b. Click the **OK** button on the dialog box (Figure 8.2-23).

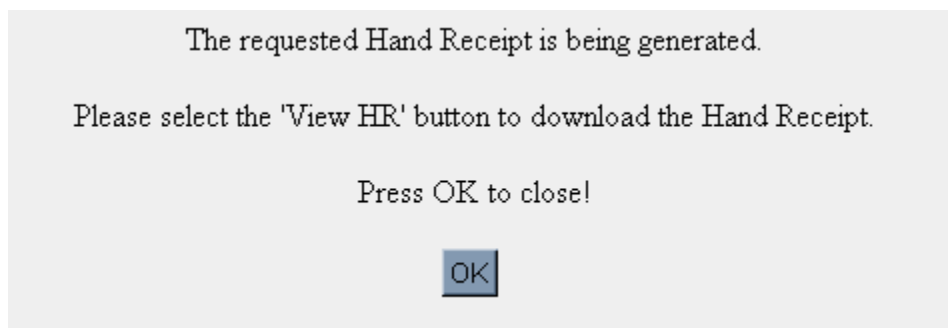


Figure 8.2-23 Generate Hand Receipt Dialog Box

- c. Click the **View HR** button to display the **Hand Receipt Download Center** screen (Figure 8.2-24).

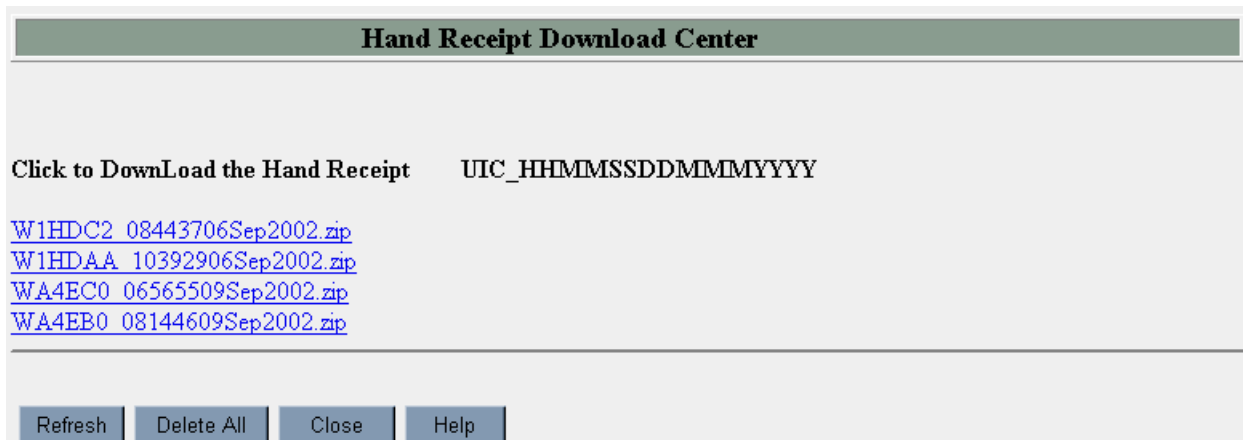


Figure 8.2-24 Hand Receipt Download Center Screen

- d. Wait from one to twenty minutes for the report to generate and then click the **Refresh** button.
- e. Click the file name to save the file on a local drive.

- f. If the **Security Warning** screen appears (Figure 8.2-25), click the **OK** button.

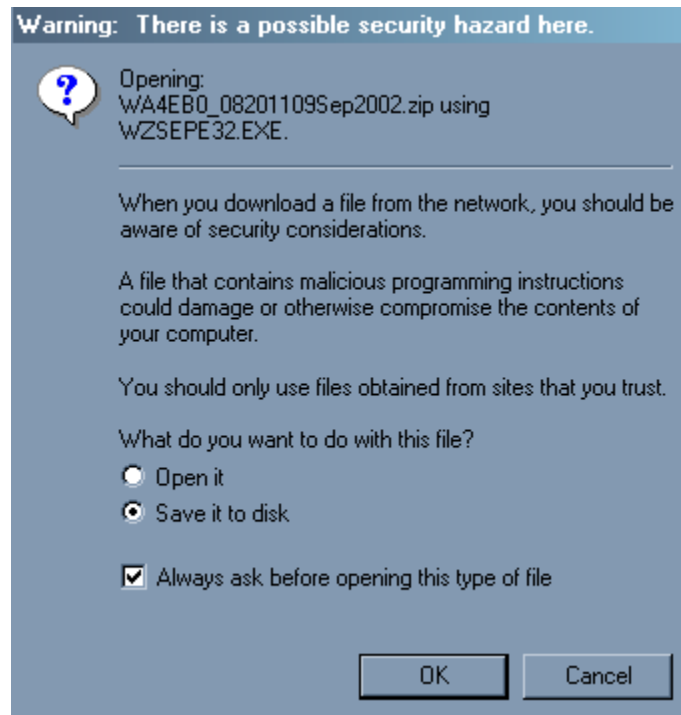


Figure 8.2-25 Security Warning Screen

- g. If the **Unknown File Type** dialog box (Figure 8.2-26) appears, click the **Save File...** button.

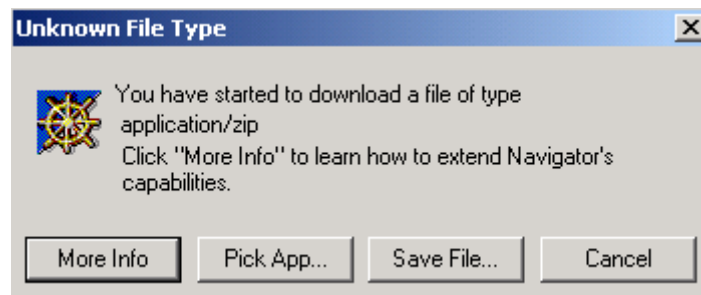


Figure 8.2-26 Unknown File Type Dialog Box

h. The **Save As** screen appears (Figure 8.2-27).

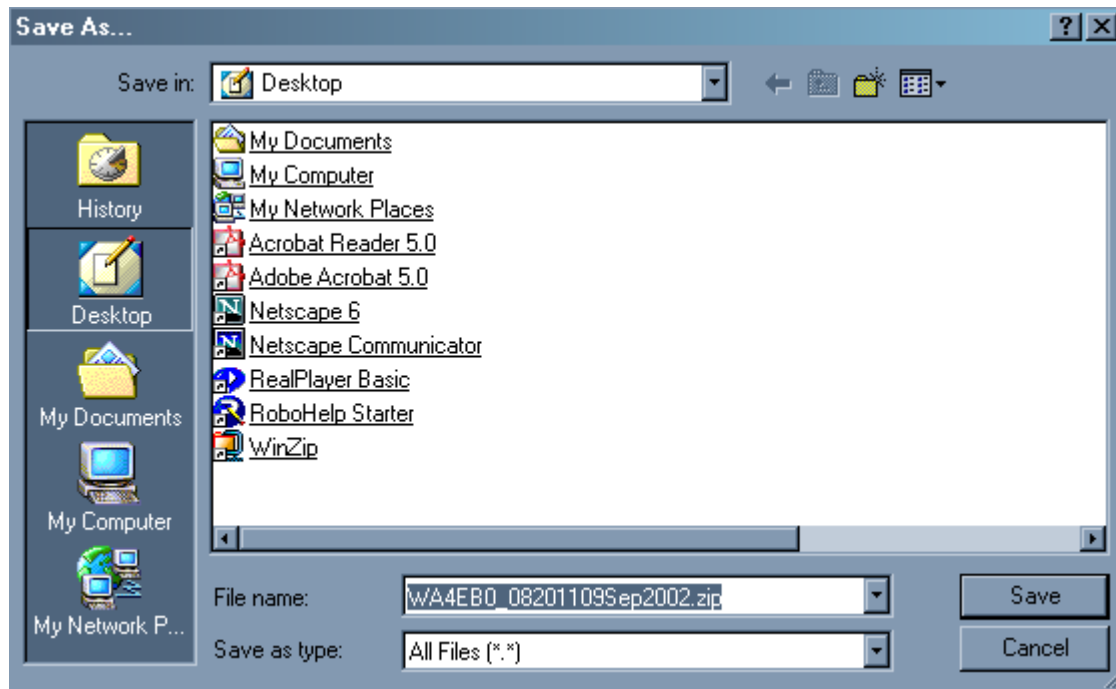


Figure 8.2-27 Save As screen

i. To save the file in a location other than the Desktop, click the **Save in:** LOV and select a location.

j. To rename the file, click in the **File name** box and type the new name. Otherwise the file name is the UIC followed by the server time and date.

k. Click the **Save** button.



- l. Locate the file and click it to display a **WinZip** screen (Figure 8.2-28).

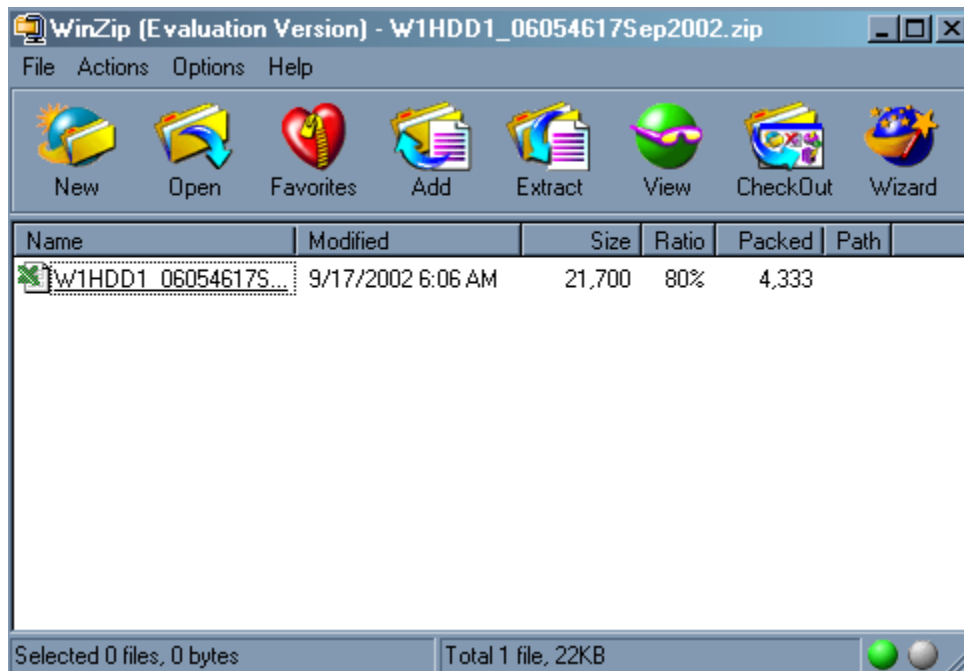


Figure 8.2-28 WinZip Screen

- m. Click on the file name to display the report on an **Excel** screen (Figure 8.2-29).

The screenshot shows the Microsoft Excel window titled 'Microsoft Excel - w1HDD1\_06054617Sep2002.xls'. The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, Help, and Acrobat. The toolbar includes various icons for file operations and formatting. The active cell is A1, which contains the text 'DATE PREPARED: 09/17/02'. The worksheet contains a 'HAND RECEIPT' report with the following data:

LINE	SUBLINE	SRI	ERC	GENERIC NOMENCLATURE	AUTH DOC	REQ	AUTH	DI
1	DATE PREPARED:	09/17/02						
2								
3	UIC/DESC:	W1HDD1 21ST CAV BDE PBO						
4								
5	NSN	UI	UP	NSN NOMENCLATURE	LCC	ECS	SRR	CIIC
6								
7	SYSNO	SER/REG/LOT	NO	LOT	QTY	SYSNO	SER/REG/LOT	NO
8								
9								
10	SH0001			IR EXPAN STRIP SYS FOR HUMVEE				
11	1560012041306	EA	480000	STRIP SYSTEM	R	N	U	2205
12								
13	ST0001			IR EXPANDABLE STRIP SYSTEM FOR TIAB				
14	1560012041305	EA	17750	STRIP SYSTEM TIAB	R	N	U	2205
15								
16								

Figure 8.2-29 Excel Screen, Hand Receipt

- n. Click on the **Printer** icon on the toolbar to initiate printing the report.

- o. The system displays a wait message (Figure 8.2-30).

**NOTE:** The wait time for the report depends upon the size of the hand receipt and the range of LINs selected.



Figure 8.2-30 Downloading Wait Message

- p. When the **Save As** screen appears (Figure 8.2-31):

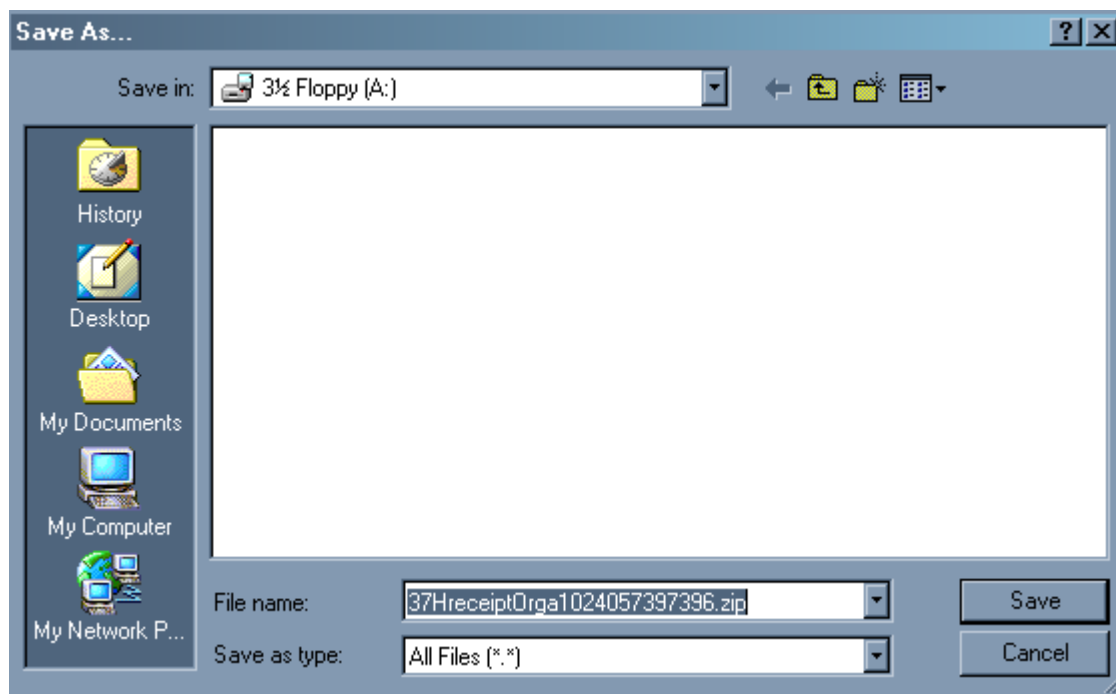


Figure 8.2-31 Save As Screen

- (1) Click the **Save in** LOV and select the destination location for the file.
- (2) Enter a new file name in the **File name** field.
- (3) Click the **Save** button.

- q. Click the **OK** button on the **Download** dialog box (Figure 8.2-32).

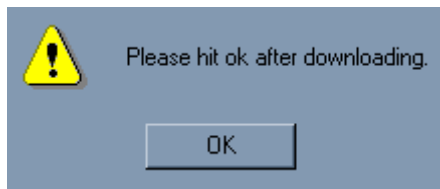


Figure 8.2-32 Download Dialog Box

- r. The **Primary Hand Receipt Processes** screen returns to normal.

**8.2.6 Systems Component Listing.** The Systems Component listing contains two subordinate tabs, Component Query and Component Modify/Add. Use this process to view, add, modify, and delete component records and to print the Component Inquiry Listing.

#### 8.2.6.1 Component Query.

- a. From the **Primary Hand Receipt Processes** screen, click the **Systems Component Listing** tab to display the **Component Query** tab (Figure 8.2-33).

**Primary Hand Receipt Processes**

Organization Hand Receipts PHR-1 | Installation Hand Receipts PHR-2 | **Systems Component Listing**

Component Query PHR-3A | Component Modify/Add PHR-3B

UIC: WAAWD0 Find Unit Name: AVN UNIT MAINT CO (A) Date Last Inventory: 2002-07-11 06:23:17.0

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LIN	SUBLIN	NSN	Serial Num	Ecs	Sys Num	Oh Qty
<a href="#">C22195</a>		5420002929836	8556		d22	5
<a href="#">C22195</a>		5420002929836	8965		d23	5
<a href="#">C22195</a>		5420002929836	88558		d24	5
<a href="#">C22195</a>		5420002929836	986544		d24	5
<a href="#">C22195</a>		5420002929836	564456		d25	5
<a href="#">C84432</a>		6720011133732	65465		d10	5
<a href="#">C84432</a>		6720011133732	978		d11	5
<a href="#">C84432</a>		6720011133732	654465		d12	5
<a href="#">C84432</a>		6720011133732	656465		d13	5
<a href="#">C84432</a>		6720011133732	5665		d14	5

Previous Page Next Page

Sys Num	Serial Num	Com NSN	ADS	Acq Cost	Monthly Rental	Inst Date	Owner CD
d22	w3344	3940000720369		0	0	2002-07-11	
d22	v66734	3940001417196		0	0	2002-07-11	

Search Component Query Refresh Print Help

Figure 8.2-33 Primary Hand Receipts Process Screen, Component Query Tab

*Legend for Figure 8.2-33*

Number	Data Area	Function
1	End Item	Lists the end items that have associated components.
2	Component	Lists the components associated with the selected end item.

b. Click the **UIC** LOV and select the desired UIC, or click the **Find** button to display the **UIC** search screen (Figure 8.2-34).

Figure 8.2-34 UIC Search Screen

(1) Enter the complete UIC.

(2) Click the **Find** button.

**NOTE:** When a UIC is located using the UIC Search, the UIC LOV will display only that UIC until the Refresh button is clicked.

c. In the end item list, use the list control buttons to move from page to page.

d. Click the **LIN** to display the component information.

e. Click the **Print** button to print a Component Inquiry Listing for the selected UIC.

f. To search the database for a specific item:

(1) Click the **Search** button to display the **Component Query Search** screen, (Figure 8.2-35).

Figure 8.2-35 Component Query Search Screen

(2) Click the **Column Name** LOV and select the desired search criterion.

(3) Enter the **Value** and click the **Find** button.

(4) Click the **Close** button to exit the screen.

**NOTE:** For further assistance with searches, see section 4.

**8.2.6.2 Printing the Component Inquiry Listing.** The Component Inquiry Listing provides a list of Components for a specific UIC, Hand Receipt Number, or System Number. The report may be printed for a single serial number or a range of serial numbers.

a. Click the **Component Query** button to open the Component Query Listing screen (Figure 8.2-36). Use this process to print the Component Inquiry Listing report.

Component Query Listing												CHR-1	
UIC	<input type="text"/>	Begin Serial Number:	<input type="text" value="6D90105670"/>	End Serial Number:	<input type="text" value="91STENGBN-001"/>	<input type="button" value="SEARCH"/>							
<div style="display: flex; justify-content: space-between;"> <span><input type="button" value="Previous Page"/></span> <span><input type="button" value="Previous"/></span> <span><input type="button" value="Next"/></span> <span><input type="button" value="Next Page"/></span> </div>													
UIC	Hr Num	Sys Num	Serial Num	Com Num	Com NSN	EI NSN	SC NSN	SIC	ADS	Acq Cost	Monthly Rental	Inst Date	Owner CD
WADCTD	WADCTD	00B	91STENGBN-001		705001C150008					218	0	1999-05-01	1
WADCTD	WADCTD	00C	6D90105670		703501C120015					300	0	1999-05-01	1
WAAWDO	WAAWDO	02N	8BMCBA39190		702501Z338298					374	0	2000-01-01	1
WAAWDO	WAAWDO	02Q	8BMCBA39197		702501Z338298					37400	0	2000-01-01	1
WAAWTD	WAAWTD	015	6D90105677		703501C120015				L18	30000	0	1999-05-01	1
WAAWTD	WAAWTD	016	6D90105673		703501C120015				L18	30000	0	1999-05-01	1
WAD8TD	WAD8TD	00K	6D90105674		703501C120015					300	0	1999-05-01	1
WAD8TD	WAD8TD	00L	6D90105681		703501C120015					300	0	1999-05-01	1
WAD8TD	WAD8TD	010	8042801540		589501Z008969					246	0	1999-08-01	1
WAE0TD	WAE0TD	03U	8JMCPCD50972		705001C130016					399	0	1999-08-01	1
<div style="display: flex; justify-content: space-between;"> <span><input type="button" value="Refresh"/></span> <span><input type="button" value="Print"/></span> <span><input type="button" value="Close"/></span> <span><input type="button" value="Help"/></span> </div>													

Figure 8.2-36 Component Query Listing Screen

b. Click the **LOV** in the upper left-hand corner and select the search criterion.

Selection	Definition
UIC	Unit Identification Code
HR_NUM	Hand Receipt Number
SYS_NUM	System Number

c. In the second enterable field, type an identifier appropriate for the criterion elected from the LOV. The entry must match an existing identifier and all letters must be in upper case.

d. Enter a **Begin Serial Number** and an **End Serial Number**. These numbers do not have to match an existing serial number.

(1) For a single serial number, enter the same number in both fields. The number must match an existing serial number.

(2) For all serial numbers, enter "0" in the **Begin Serial Number** field and "ZZZZZZZZZZZZZZZZ" in the **End Serial Number** field.

e. Click the **Search** button to execute the search.

f. When the query returns, click the **Print** button to print the Component Inquiry Listing using Excel.

**NOTE:** For further assistance with printing using Excel, see section 4.

g. After printing the report, close the Excel window.

**8.2.6.3 Component Modify/Add.** Use the **Component Modify/Add** tab to update existing component records, add new records, and delete outdated records. Click **Component Modify/Add** to display the **Component Modify/Add** tab (Figure 8.2-37).

**Primary Hand Receipt Processes**

Organization Hand Receipts PHR-1 Installation Hand Receipts PHR-2 Systems Component Listing

Component Query PHR-3A **Component Modify/Add PHR-3B**

UIC: WAAWD0 Find Unit Name: AVN UNIT MAINT CO (A)

Previous Page Next Page

LIN	SUBLIN	NSN	Serial Num	Ecs	Sys Num	Oh Qty
<a href="#">C22195</a>		5420002929836	6566		d22	5
<a href="#">C22195</a>		5420002929836	8965		d23	5
<a href="#">C22195</a>		5420002929836	88558		d24	5
<a href="#">C22195</a>		5420002929836	986544		d24	5
<a href="#">C22195</a>		5420002929836	564456		d25	5
<a href="#">C84432</a>		6720011133732	65465		d10	5
<a href="#">C84432</a>		6720011133732	978		d11	5
<a href="#">C84432</a>		6720011133732	654465		d12	5
<a href="#">C84432</a>		6720011133732	656465		d13	5
<a href="#">C84432</a>		6720011133732	5665		d14	5

Previous Next

Sys Num d22 ADS  Inst Date 2002-07-11

SerialNum w3344 Com NSN 3940000720369

Acq Cost 0 Monthly Rental 0 Owner CD

Search Apply Refresh Insert Delete Help

Figure 8.2-37 Primary Hand Receipts Process Screen, Component Modify/Add Tab

*Legend for Figure 8.2-37*

Number	Data Area	Function
1	End Item	Lists the end items that have associated components.
2	Component	Lists the components associated with the selected end item.

8.2.6.3.1 Modifying Component Information. When the Component Modify/Add tab is selected, it opens in the modify mode.

a. Click the **UIC** LOV and select the desired UIC, or click the **Find** button to display the **UIC** search screen (Figure 8.2-38).

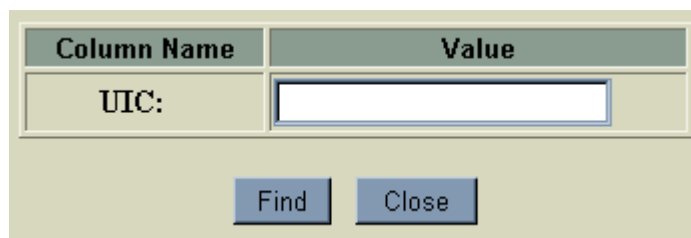
The image shows a 'UIC Search Screen' with a table-like structure. The top row has two columns: 'Column Name' and 'Value'. Below this, the 'Column Name' column contains the text 'UIC:', and the 'Value' column contains an empty text input field. At the bottom of the screen, there are two buttons: 'Find' and 'Close'.

Figure 8.2-38 UIC Search Screen

(1) Enter the complete UIC.

(2) Click the **Find** button.

**NOTE:** When a UIC is located using the UIC Search, the UIC LOV will display only that UIC until the Refresh button is clicked.



b. Use the list control buttons above the end item list to select a specific LIN (Figure 8.2-39).

**Primary Hand Receipt Processes**

Organization Hand Receipts PHR-1 Installation Hand Receipts PHR-2 Systems Component Listing

Component Query PHR-3A Component Modify/Add PHR-3B

UIC: WAAWDO Find Unit Name: AVN UNIT MAINT CO (A)

Previous Page Next Page

LIN	SUBLIN	NSN	Serial Num	Ecs	Sys Num	Oh Qty
C22195		5420002929836	6556		d22	5
C22195		5420002929836	8965		d23	5
C22195		5420002929836	88558		d24	5
C22195		5420002929836	986544		d24	5
C22195		5420002929836	564456		d25	5
C84432		6720011133732	65465		d10	5
C84432		6720011133732	978		d11	5
C84432		6720011133732	654465		d12	5
C84432		6720011133732	656465		d13	5
C84432		6720011133732	5665		d14	5

Previous Next

Sys Num d22 SerialNum w3344 Com NSN 3940000720369

ADS Acq Cost 0 Monthly Rental 0

Inst Date 2002-07-11 Owner CD

Search Apply Refresh Insert Delete Help

Figure 8.2-39 Primary Hand Receipts Process Screen, Component Modify/Add Tab

*Legend for Figure 8.2-39*

Field Label	Field Name	Description
ADS	Automated Data System	The code used to identify a STAMIS.
ACQ Cost	Acquisition Cost	The dollar cost at the time of acquisition.
Monthly Rental	Monthly Rental	The dollar cost per month for equipment rent.
INST Date	Installation Date	The date the component was installed.
Owner CD	Owner Code	The code used

c. The first serialized component for the selected LIN appears in the component area.

d. Click the **Next** or **Previous** buttons to scroll through the serialized items.

e. Enter the changes in the appropriate field(s) and click the **Apply** button to save the changes.

#### 8.2.6.3.2 Adding Component Information.

- a. From the Component Modify/Add tab, select the **UIC** and specific **LIN** the component is designated for.
- b. Click the **Insert** button to open the Add Component Data screen (Figure 8.2-40).

The screenshot shows a software window titled "Add Component Data" with a subtitle "PHR-4". The window contains several input fields and buttons. At the top right, there is a "Form:" dropdown menu set to "DD\_0250" and a "G/L Dodaac:" text box. Below these, there are three rows of input fields. The first row has "Sys Num:" (dropdown menu showing "d22"), "Serial Num\*:" (text box), and "Com NSN\*:" (text box). The second row has "ADS:" (text box), "Acq Cost:" (text box), and "Monthly Rental:" (text box). The third row has "Inst Date:" (text box with a calendar icon) and "Owner CD:" (text box). At the bottom left, there are "Apply" and "Cancel" buttons.

Figure 8.2-40 Add Component Data Screen

*Legend for Figure 8.2-40*

Field Label	Field Name	Description
G/L DODAAC	Gaining/Losing DODAAC	The DODAAC of the unit that either gains or loses the component.
Serial Num	Serial Number	The unique number used to identify the component. Mandatory.
Com NSN	Component NSN	The National Stock Number of the component. Mandatory.
ADS	Automated Data System	The code used to identify a STAMIS.
Acq Cost	Acquisition Cost	The dollar cost at the time of acquisition.
Monthly Rental	Monthly Rental	The dollar cost per month to rent the item.
Inst Date	Installation Date	The date the component was installed.
Owner CD	Owner Code	The code that identifies whether the item is government owned or leased.

- c. Enter the component information in the appropriate fields.
- d. Click the **Apply** button to save the changes and close the screen.

#### 8.2.6.3.3 Deleting Component Information.

- a. From the Component Modify/Add screen, select the **UIC**, specific **LIN**, and specific component designated for deletion.
- b. Click the **Delete** button to display the Delete Component Data screen (Figure 8.2-41).

Figure 8.2-41 Delete Component Data Screen

- c. Enter the **G/L DODAAC** and click **Apply**.
- d. A Delete Confirmation box appears (Figure 8.2-42).

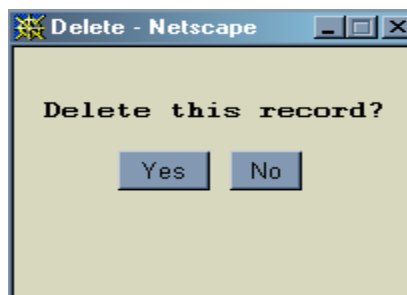


Figure 8.2-42 Delete Confirmation Box

- e. Click the **Yes** button to confirm the deletion, or the **No** button to deny the deletion.
- f. If **Yes** is selected, the system displays the document number in a dialog box (Figure 8.2-43).

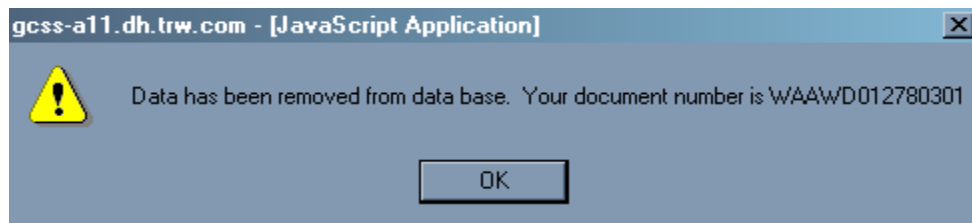


Figure 8.2-43 Document Number Dialog Box

- g. Click the **OK** button to apply the changes to the database.

#### 8.2.6.3.4 Component Information Search.

- a. Click the **Search** button to display the Component Information Search screen.
- b. Select the data element to search by from the **Column Name** LOV (Figure 8.2-44).

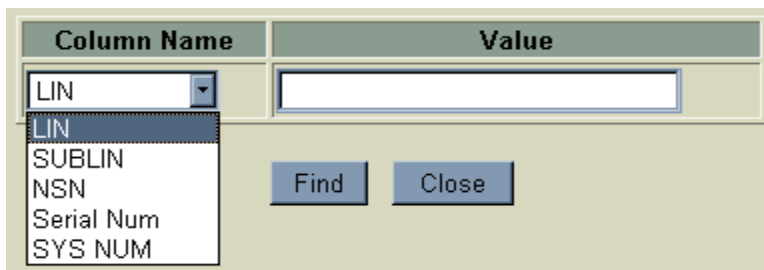


Figure 8.2-44 Component Information Search Screen

- c. Enter the **Value** and click the **Find** button.

**8.3 Unit Level Hand Receipts.** The Unit Level Hand Receipts selection contains four subhand receipt processes, Subhand Receipt (SHR) Holder, Reassign Equipment, Materiel Items, and Component Hand Receipt (CHR). Use these processes to perform unit level transactions.

**8.3.1 SHR Holder.** Use this process to add, update, and delete subhand receipt holder records, plus print a subhand receipt report. Every unit will have a minimum of one sub.

a. From the **Hand Receipt** menu, click **Unit Level Hand Receipts** to display the **Sub Hand Receipts Processes** screen, **SHR Holder** tab (Figure 8.3-1).

The screenshot displays the 'Sub Hand Receipts Processes' screen with the 'SHR Holder' tab selected. At the top, there are four tabs: 'SHR Holder SHR-1', 'Reassign Equipment SHR-2', 'Materiel Items SHR-3', and 'Component CHR SHR-4'. Below the tabs, there are search fields for 'UIC' (set to 'WAAWDO') and 'SIC' (set to 'G'), with a 'Find' button. To the right, it shows 'Unit Name: AVN UNIT MAINT CO (A)' and 'PBO Name: FARNER'. Below this is a table with columns 'SHR #', 'SHR Name', 'Rank', and 'Duty Section'. The table contains three rows: 'GFR-2' (Schacher, MSG, Instruments), 'GFR-1' (Brewer, CW3, Instruments), and 'CDR' (Farnier, CPT, Admin). A circled '1' is placed over the 'SHR Name' column. Below the table is a detailed form for the selected record. It includes fields for 'SHR Name\*' (Schacher), 'Rank\*' (MSG), 'Duty Section\*' (Instruments), 'Phone\*' (4-3917), 'Alt Phone', 'Address\*' (9800 Fender Ct), 'Station Name', 'Email', 'Supervisor Name', 'Supervisor Rank', 'Supervisor Phone', 'Last Inventory\*' (2002-07-08), 'Next Inventory' (2003-07-07), 'Temp' (N), and 'Return Date'. A circled '2' is placed over the 'Phone\*' field. At the bottom, there are buttons for 'Search', 'Apply', 'Refresh', 'Insert', 'Delete', 'Print', and 'Help'.

Figure 8.3-1 Sub Hand Receipts Processes Screen, SHR Holder Tab

*Legend for Figure 8.3-1*

Number	Data Area	Function
1	SHR Holder	Lists general subhand receipt holder information.
2	SHR Holder Detail	Lists detailed subhand receipt holder information.

b. Click the **UIC** LOV and select the desired UIC, or click the **Find** button to display the **UIC** search screen (Figure 8.3-2).

Column Name	Value
UIC:	<input style="width: 100%;" type="text"/>

Figure 8.3-2 UIC Search Screen

(1) Enter the complete UIC.

(2) Click the **Find** button.

**NOTE:** When a UIC is located using the UIC Search, the UIC LOV will display only that UIC until the Refresh button is clicked.

c. Click the **SIC** LOV and select the desired Support Identification Code.

**8.3.1.1 Adding a new SHR Holder.** Use this function to add subhand receipt holders to the database.

a. Click the **Insert** button to display the **New SHR Holder** screen (Figure 8.3-3).

**New SHR Holder      SHR-5**

UIC\*:

SHR Name:

Phone\*:

Station Name:

Supervisor Rank:

SIC\*:

Rank\*:

Alt Phone:

Email:

Supervisor Phone:

SHR #\*:

Duty Section\*:

Address\*:

Supervisor Name:

Last Inventory\*:

Figure 8.3-3 New SHR Holder Screen

*Legend for Figure 8.3-3*

Field Name	Description
SHR#	A locally assigned number used to identify a subhand receipt. Mandatory.
SHR Name	The name of the subhand receipt holder. Mandatory.
Rank	The rank or title of the subhand receipt holder. Mandatory.
Duty Section	The subhand receipt holder's assigned duty section. Mandatory.

Field Name	Description
Phone	The telephone number of the subhand receipt holder. Mandatory.
Alt Phone	A secondary telephone number for the subhand receipt holder. Optional.
Address	The local address of the subhand receipt holder's duty section. Mandatory.
Station Name	The location of the subhand receipt holder's duty section. Optional.
Email	The subhand receipt holder's email address. Optional.
Supervisor Name	The subhand receipt holder's supervisor's name. Optional.
Supervisor Rank	The subhand receipt holder's supervisor's rank. Optional.
Supervisor Phone	The subhand receipt holder's supervisor's telephone number. Optional.
Last Inventory	The date of the most recent inventory. Mandatory.
Temp	Indicates whether the subhand receipt is temporary or permanent. Mandatory.

- b. Enter the **SHR#** and complete the other fields as desired.
- c. Click **Apply** to save the record and close the screen.
- d. Click **Cancel** to close the screen without saving the record.

**8.3.1.2 Updating an Existing Record.** Updates to existing records are performed directly from the SHR Holder tab.

- a. Click the **SHR#** to display the sub-hand receipt holder's detail information (Figure 8.3-4).

Sub Hand Receipts Processes

SHR Holder SHR-1
Reassign Equipment SHR-2
Material Items SHR-3
Component CHR SHR-4

UIC:    
 SIC:

Unit Name: AVN UNIT MAINT CO (A)  
 PBO Name: FARNER

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Next Page

SHR #	SHR Name	Rank	Duty Section
<a href="#">GFR-2</a>	Schacher	MSG	Instruments
<a href="#">GFR-1</a>	Brewer	CW3	Instruments
<a href="#">CPT</a>	Farner	CPT	Admin

**SHR Name\*:**   
**Phone\*:**   
**Station Name:**   
**Supervisor Rank:**   
**Next Inventory:**

**Rank\*:**   
**Alt Phone:**   
**Email:**   
**Supervisor Phone:**   
**Temp:**

**Duty Section\*:**   
**Address\*:**   
**Supervisor Name:**   
**Last Inventory\*:**   
**Return Date:**

Search
Apply
Refresh
Insert
Delete
Print
Help

Figure 8.3-4 Sub Hand Receipts Processes Screen, SHR Holder Tab, Detail Information

- b. Click in the field in the SHR holder detail area and make the necessary changes.
- c. Click **Apply** to save the changes.
- d. The screen refreshes automatically and displays the first SHR holder



**8.3.1.3 Deleting a Record.** Use this function to remove a sub-hand receipt after all materiel items on that hand receipt have been reassigned.

- a. Click the **SHR#** to display the sub-hand receipt holder's detail information as shown in figure 8.3-4.
- b. Click the **Delete** button.
- c. When the **Delete Confirmation** box (Figure 8.3-5) appears, click **Yes** to confirm or **No** to cancel.

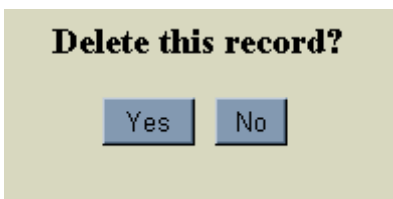


Figure 8.3-5 Delete Confirmation Box

**NOTE:** The commander's subhand receipt, SHR# CDR, cannot be deleted.

**8.3.1.4 Print a Subhand Receipt Holder Report.** This report lists information about a selected subhand receipt holder, or all subhand receipt holders, for the selected unit.

- a. To print the Subhand Receipt Holder Report for a single subhand receipt holder:
  - (1) Click the **SHR#**.
  - (2) Click the **Print** button and a print decision box appears (Figure 8.3-6).

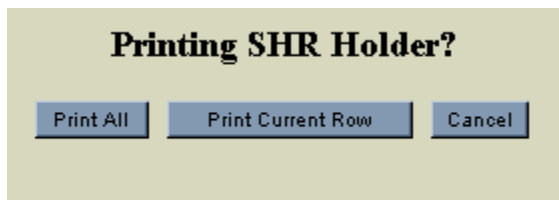


Figure 8.3-6 Print Decision Box

- (3) Click **Print Current Row** to display an Excel screen.
  - (4) For further information about printing with Excel, see section 4.
- b. To print the Subhand Receipt Holder Report for all subhand receipt holders:
  - (1) Click the **Print** button and a print decision box appears (Figure 8.3-6).
  - (2) Click **Print All** to display an Excel screen.
  - (3) For further information about printing with Excel, see section 4.

**8.3.1.5 Subhand Receipt Search.** Use this function to locate a specific hand receipt for the selected unit.

- a. Click the **Search** button to display the **SHR Holder** search screen (Figure 8.3-7).

Column Name	Value
SHR #	
SHR #	
SHR Name	
Rank	
Duty Section	

Find Close

Figure 8.3-7 SHR Holder Search Screen

- b. Select the data element to search by from the **Column Name** LOV.
- c. Enter the **Value** and click the **Find** button.

**8.3.2 Reassign Equipment.** Use this process to transfer property from one subhand receipt holder to another subhand receipt holder within the same unit.

- a. From the **Sub Hand Receipts Processes** screen, click **Reassign Equipment** to display the **Reassign Equipment** tab (Figure 8.3-8).

Sub Hand Receipts Processes

SHR Holder SHR-1 Reassign Equipment SHR-2 Materiel Items SHR-3 Component CHR SHR-4

UIC: WAAWDO Find SIC: G

Losing SHR #: CDR

Gaining SHR #: GFR-2

LIN	SUBLIN	PBIC	NSN	ECS	Item Name
00001V	8	5450014302081			FIGHTING POSITION
47026N	8	4940002226771			SHOP SHELTER AVI
47026N	8	4940002227088			SHOP SHELTER AVI
70151N	8	6730012325118			PRDJ DUKANE 28A6
70209N	8	7021012000128			CPU DELL 733MHZ
70209N	8	7021012330016			CPU-P133, 16MB, SN
70209N	8	7021012330503			CPU ZENITH ZWL-34
70209N	8	7021012339356			COMPUTER EVEREX
70209N	8	7021012339357			COMPUTER
70209N	8	7021012801772			PC DESKTOP 486

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Serial # Reg # Detect Serial # Lot # Sys # Lot Qty A

Search Search Details Refresh Help

Select Delete

Apply Refresh Help Update Qty

Figure 8.3-8 Sub Hand Receipts Processes Screen, Reassign Equipment Tab

b. The **Reassign Equipment** tab is divided into data three sections (Figure 8.3-9).

**Sub Hand Receipts Processes**

SHR Holder SHR-1 | **Reassign Equipment SHR-2** | Materiel Items SHR-3 | Component CHR SHR-4

UIC: WAAWDO Find SIC: G Losing SHR#: CDR

Previous Page Previous Next Next Page

LIN	SUBLIN	PBIC	NSN	ECS	Item Nomen
00001V	8		5450014302081		FIGHTING POSITIO
47026N	8		4940002226771		SHOP SHELTER AVI
47026N	8		4940002227088		SHOP SHELTER AVI
70151N	8		6730012325118		PRDJ DUKANE 28A6
70209N	8		7021012000128		CPU DELL 733MHZ
70209N	8		7021012330016		CPU-P133, 16MB, SN
70209N	8		7021012330503		CPU ZENITH ZWL-3
70209N	8		7021012339356		COMPUTER EVEREX
70209N	8		7021012339357		COMPUTER
70209N	8		7021012801772		PC DESKTOP 486

Previous Page Previous Next Next Page

Serial # Reg # Detect Serial # Lot # Sys # Lot Qty A

Search Search Details Refresh Help

Gaining SHR#: GFR-2

LIN SUBLIN PBIC NSN ECS Serial Nv

Apply Refresh Help Update Qty

Figure 8.3-9 Sub Hand Receipts Processes Screen, Reassign Equipment Tab

*Legend for Figure 8.3-9*

Number	Data Area	Function
1	LIN	Lists the Line Item Numbers belonging to the selected unit.
2	LIN Detail	Details the items associated with the selected LIN.
3	Selection	Lists the individual items selected for transfer.

- c. Click the **UIC** LOV and select the UIC.
- d. Click the **SIC** LOV and select the SIC.
- e. Click the **Losing SHR#** LOV and select a subhand receipt.
- f. Click the **Gaining SHR#** LOV and select a different subhand receipt.
- g. Click the row in the LIN area.
- h. If data appear in the LIN Detail area, click the specific item.

- i. Click the **Select** button to add the item to the Selection list (Figure 8.3-10).

**Sub Hand Receipts Processes**

SHR Holder SHR-1 Reassign Equipment SHR-2 Material Items SHR-3 Component CHR SHR-4

UIC: WAAWDO Find SIC: G

Losing SHR #: CDR

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LIN	SUBLIN	PBIC	NSN	ECS	Item Nomen
70224N		8	7025012822617		MONITOR 15/D5081
70224N		8	7025012829642		MONITOR COMPAQ S
70236N		8	7025013864481		PNTR EPSON LQ-10
70236N		8	7025012305581		PRINTER, ALPS324G
70236N		8	7025012307957		PRINTER HP LASER
70236N		8	7440002850007		NEC PRINTER 870M
A03210		8	7360001874757		ACCES OUT W/BAKE
A08409		8	1730004357816		ADAPTER ASSY ENG
A21383		8	1670002648941		AERIAL REC KIT A
A23955		8	4120011934998		AIR COND ECU-BHC

Select Delete

Previous Page Previous Next Next Page

Serial # Reg # Detect Serial # Lot # Sys # Lot Qty A

Search Search Details Refresh Help

Gaining SHR #: GFR-2

LIN	SUBLIN	PBIC	NSN	ECS	Serial N
70209N		8	7021012330503		130DE0154
70209N		8	7021012339357		CLQ203583
A23955		8	4120011934998		

Apply Refresh Help Update Qty

Figure 8.3-10 Sub Hand Receipt Processes Screen, Reassign Equipment Tab, Items Selected

- j. If any of the selected items have a quantity greater than one and only a portion of the quantity is being transferred, click the **Update Qty** button to display the **Update Gaining Quantity** screen (Figure 8.3-11).

**Update Gaining Quantity** SHR-10

LIN	NSN	Serial #	Lose Qty	Gain Qty
70209N	7021012850094	V847CCJ71484	1	1
70224N	7025012000149	4780109FH1YG	1	1
C89145	1080012661824		61	61
70209N	7021012330503	130DE015448	1	1
70209N	7021012339356	CLO-14320926	1	1

Apply Close

Figure 8.3-11 Update Gaining Quantity Screen

- k. Enter the **Gain QTY** for item and click **Apply**.

**NOTE:** If the Lose QTY equals one, the Gain QTY cannot be updated.

l. To remove records from the selection list:

(1) Click the item to be removed.

(2) Click the **Delete** button.

m. When the selection list is complete, click the **Apply** button.

n. After the changes are saved, a decision box appears (Figure 8.3-12).



Figure 8.3-12 Decision Box

o. Click **Generate Fed Form** to print a subhand receipt, or click **Close** to exit

p. To search the database for specific items:

(1) Click the **Search** button to display the **Subhand Receipt Search** screen (Figure 8.3-13).

A search form with a light beige background. It has two main columns: "Column Name" and "Value". Under "Column Name", there is a dropdown menu currently showing "LIN", with a list of options including "LIN", "NSN", and "Item Nomen" visible below it. To the right of the dropdown is a text input field under the "Value" column. At the bottom right of the form are two buttons: "Find" and "Close".

Figure 8.3-13 Subhand Receipt Search Screen

(2) Click the **Search Detail** button to display the **Subhand Receipt Asset Detail Search** screen (Figure 8.3-14).

A search form similar to Figure 8.3-13, with a light beige background. It has two main columns: "Column Name" and "Value". Under "Column Name", there is a dropdown menu currently showing "Serial Num", with a list of options including "Serial Num", "Registration Num", "Detect SN", "Lot Num", and "Sys Num" visible below it. To the right of the dropdown is a text input field under the "Value" column. At the bottom right of the form are two buttons: "Find" and "Close".

Figure 8.3-14 Subhand Receipt Detail Search Screen

- (3) Select the data element to search by from the **Column Name** LOV.
- (4) Enter the **Value** and click the **Find** button.
- (5) Click **Close** to exit the search screen.

**8.3.3 Materiel Items.** Use this process to add, modify, delete and import subhand receipt materiel item records.

- a. From the **Sub Hand Receipts Processes** screen, click **Materiel Items** to display the **Materiel Items** tab (Figure 8.3-15).

Sub Hand Receipts Processes

SHR Holder SHR-1
Reassign Equipment SHR-2
Materiel Items SHR-3
Component CHR SHR-4

UIC:    
 SIC:

Unit Name: AVN UNIT MAINT CO (A)  
 PBO Name: FARNER

SHR #	SHR Name	Rank	Duty Section
<a href="#">GFR-2</a>	Schacher	MSG	Instruments
<a href="#">GFR-1</a>	Brewer	CW3	Instruments
<a href="#">CDR</a>	Farner	CPT	Admin

LIN	SUBLIN	NSN	PBIC	Item Nomen	SRRC	O/H Qty	ECS	Due In Qty
<a href="#">70224N</a>		<a href="#">702501Z822617</a>	8	MONITOR 15/D50817959	S	<input type="text" value="1"/>		<a href="#">Q</a>
<a href="#">70224N</a>		<a href="#">702501Z829642</a>	8	MONITOR COMPAQ S700	S	<input type="text" value="1"/>		<a href="#">Q</a>
<a href="#">70236N</a>		<a href="#">7025013864481</a>	8	PNTR EPSON LQ-1070	S	<input type="text" value="3"/>		<a href="#">Q</a>
<a href="#">70236N</a>		<a href="#">702501Z305581</a>	8	PRINTER,ALPS324GX,24P	S	<input type="text" value="1"/>		<a href="#">Q</a>
<a href="#">70236N</a>		<a href="#">702501Z307957</a>	8	PRINTER HP LASER 1100	S	<input type="text" value="2"/>		<a href="#">Q</a>
<a href="#">70236N</a>		<a href="#">744000Z850007</a>	8	NEC PRINTER 870M	S	<input type="text" value="4"/>		<a href="#">Q</a>
<a href="#">A03210</a>		<a href="#">Z360001874757</a>	8	ACCES OUT W/BAKE RACK	N	<input type="text" value="0"/>		<a href="#">Q</a>
<a href="#">A08409</a>		<a href="#">1730004357816</a>	8	ADAPTER ASSY ENG SERV	N	<input type="text" value="0"/>		<a href="#">Q</a>
<a href="#">A21383</a>		<a href="#">1670002648941</a>	8	AERIAL REC KIT ACFT	N	<input type="text" value="1"/>		<a href="#">Q</a>
<a href="#">A23955</a>		<a href="#">4120011934998</a>	8	AIR COND ECU-8HC326	N	<input type="text" value="3"/>		<a href="#">Q</a>

Figure 8.3-15 Sub Hand Receipts Processes Materiel Items Tab, Commander

b. Click the **UIC** LOV and select the desired UIC, or click the **Find** button to display the **UIC** search screen (Figure 8.3-16).

Column Name	Value
UIC:	<input style="width: 90%;" type="text"/>
<input type="button" value="Find"/> <input type="button" value="Close"/>	

Figure 8.3-16 UIC Search Screen

(1) Enter the complete UIC.

(2) Click the **Find** button.

**NOTE:** When a UIC is located using the UIC Search, the UIC LOV will display only that UIC until the Refresh button is clicked.

c. Click the **SIC** LOV and select the SIC.

d. Click the **SHR#** for the appropriate subhand receipt.

**NOTE:** The appearance of this screen changes depending upon the subhand receipt selected. Figure 8.3-15 shows the screen when the commander's (CDR) subhand receipt is selected. Figure 8.3-17 shows the screen when another subhand receipt is selected.

Sub Hand Receipts Processes									
SHR Holder SHR-1		Reassign Equipment SHR-2		Material Items SHR-3		Component CHR SHR-4			
UIC: <span style="border: 1px solid black; padding: 2px;">WAAWD0</span> <input type="button" value="Find"/>		Unit Name: AVN UNIT MAINT CO (A)							
SIC: <span style="border: 1px solid black; padding: 2px;">G</span>		PBO Name: FARNER							
<input type="button" value="Previous Page"/> <input type="button" value="Next Page"/>									
SHR #	SHR Name	Rank	Duty Section						
<a href="#">GFR-2</a>	Schacher	MSG	Instruments						
<a href="#">GFR-1</a>	Brewer	CW3	Instruments						
<a href="#">CDR</a>	Farner	CPT	Admin						
<input type="button" value="Previous Page"/> <input type="button" value="Next Page"/>									
LIN	SUBLIN	NSN	PBIC	Item Nomen	SRRC	O/H Qty	ECS	Due In Qty	
<a href="#">C35977</a>		<a href="#">8465013091172</a>	8	SPEC OPER MOUNTAIN	N	3		<a href="#">0</a>	
<a href="#">C84432</a>		<a href="#">6720011133732</a>	8	CAMERA SET STILL PIC	S	1		<a href="#">0</a>	
<a href="#">C89070</a>		<a href="#">1080011796025</a>	8	SUPPORT ASSEMBLY CAMO	N	30		<a href="#">0</a>	
<a href="#">C89145</a>		<a href="#">1080012661824</a>	8	CAMOUFLAGE SCREENING	N	20		<a href="#">0</a>	
<a href="#">D09031</a>		<a href="#">3990003685276</a>	8	CARGO ST TIMBER	N	5		<a href="#">0</a>	
<input type="button" value="Search"/> <input type="button" value="Search Asset Details"/> <input type="button" value="Refresh"/> <input type="button" value="Import"/> <input type="button" value="Print"/> <input type="button" value="Help"/>									

Figure 8.3-17 Sub Hand Receipts Processes, Materiel Items Tab, Non-Commander

**NOTE:** Since the functionality of the commander's subhand receipt is inclusive of the functionality of the non-commander's subhand receipt, only the commander's subhand receipt will be discussed.

**8.3.3.1 View/Update an Authorization.** Use this feature to view and change the authorization information for a particular LIN listed under the selected subhand receipt.

a. Click the **LIN** to select an item and display the **View/Update Authorization** screen (Figure 8.3-18).

HR Num	PBIC	TAC	PHR Req Qty	PHR Auth Qty	SHR Auth Qty
ICE	4		0	2	2
S-CUBE	4		0	3	3

SHR Auth Qty:

Figure 8.3-18 View/Update Authorization Screen

b. Click the **HR NUM** to highlight the row.

c. To change the authorized quantity:

(1) Enter the new authorized quantity in the **SHR Auth Qty** field.

(2) Click the **Apply** button.

(3) Click the **OK** button on the dialog box.

d. To search the displayed data:

(1) Click the **Search** button to display the **View/Update Authorization Search** screen (Figure 8.3-19).

Column Name	Value
HR Num	<input type="text"/>

Figure 8.3-19 View/Update Authorization Search Screen



- (2) Select the data element to search by from the **Column Name** LOV.
- (3) Enter the **Value** and click the **Find** button.
- (4) Click **Close** to exit the search screen.

**NOTE:** For further assistance with searches, see section 4.

- e. Click **Close** to exit.

**8.3.3.2 Maintain Serial/Registration/Lot Numbered Items.** Use this function to add serial, registration, and lot numbers, and to delete serial numbers, associated to a hand receipt item.

- a. Click the **NSN** to display the **Serial No/Registration No/Lot No** screen (Figure 8.3-20).

Serial No / Registration No /Lot No								SHR-6
UIC: WAAWD0		SIC: A		SHR#: CDR				
LIN: H35257		NSN: 1270012983544						
<a href="#">Previous Page</a>		<a href="#">Next Page</a>						
Serial Num	Registration Num	ECS	Lot Num	Sys Num	Lot Qty	Acq Cost	Acq Date	
<a href="#">Z067</a>								
<a href="#">Z060</a>								
<a href="#">J0318</a>								
<a href="#">F0985</a>								
<a href="#">Search</a> <a href="#">Refresh</a> <a href="#">Insert</a> <a href="#">Delete</a> <a href="#">Close</a> <a href="#">Help</a>								

Figure 8.3-20 Serial No/Registration No/Lot No Screen

b. To add a new record:

(1) Click **Insert** to display the **Add Serial No/Registration No/Lot No** screen (Figure 8.3-21).

The screenshot shows a software window titled "Add Serial No/Registration No/Lot No" with a sub-header "SHR-7". The window contains the following fields and values:

- UIC: WAAWD0
- SHR #: CDR
- SIC: A
- LIN: H35257
- SUBLIN: (empty)
- NSN: 1270012983544
- Serial Num: (empty)
- Lot Num: (empty)
- Detect SN: (empty)
- Acq Cost: (empty)
- Acq Date: (empty)
- PBIC: 8
- Registration Num: (empty)
- Qty: (empty)
- Sys Num: (empty)
- ECS: (empty)

At the bottom of the window are three buttons: "Apply", "Close", and "Help".

Figure 8.3-21 Add Serial No/Registration No/Lot No Screen

*Legend for Figure 8.3-21*

Field Name	Description
Serial Num	The serial number of the item. Optional.
Lot Num	The lot number of the item. Optional.
Detect SN	The detector serial number of the item. Optional.
Acq Cost	The acquisition cost of the item. Optional.
Acq Date	The acquisition date for the item. Optional.
Registration Num	The registration number of the item. Optional.
Qty	The lot quantity of the item. Mandatory, must be 1 or greater.
Sys Num	The system number of the item. Optional.

(2) Enter the appropriate data and click **Apply**.

(3) Click **Close** to exit.

c. To delete a record:

(1) Click the **Serial Num** to be deleted.

(2) Click **Delete**.

(3) Click **Yes** on the **Delete Confirmation** box.

d. To search the displayed data:

(1) Click **Search** to display the **Serial No/Registration No/Lot No Search** screen (Figure 8.3-22).

Column Name	Value
Serial Num	

Serial Num  
Registration Num  
Sys Num

Find Close

Figure 8.3-22 Serial No/Registration No/Lot No Search Screen

(2) Select the data element to search by from the **Column Name** LOV.

(3) Enter the **Value** and click the **Find** button.

(4) Click **Close** to exit the search screen.

**NOTE:** For further assistance with searches, see section 4.

8.3.3.3 Update the On Hand Quantity. Use this feature to increase or decrease the on hand quantity of an item from the commander's hand receipt.

- Click in the **O/H QTY** field and delete the current quantity.
- Enter the new quantity and click the **Apply** button.

**8.3.3.4 View Due In Status.** Use this feature to check the status of due in documents for the selected hand receipt.

- a. Click the **DI QTY** to display the Due-In Status screen (Figure 8.3-23).

Due-In Status																		SHR-11	
UIC: WAGVAD										NSN: 7810004851519									
<input type="button" value="Previous Page"/> <input type="button" value="Next Page"/>																			
DIC	Doc #	LIN	Original Type	PD	Requested Qty	Trans Qty	DI Qty	Serial #	Reg #	Lot #	Sys #	EIC/TRC	ECS	Prj CD	RDD	Status	ESD	Date Closed	Remarks
ADA	W810E522050001	A95703		12	1	0	1								000				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">DIC: <input type="text" value="ADA"/></div> <div style="width: 50%;">Doc #: <input type="text" value="W810E522050001"/></div> <div style="width: 50%;">LIN: <input type="text" value="A95703"/></div> <div style="width: 50%;">Original Type: <input type="text"/></div> <div style="width: 50%;">PD: <input type="text" value="12"/></div> <div style="width: 50%;">Requested Qty: <input type="text" value="1"/></div> <div style="width: 50%;">Trans Qty: <input type="text" value="0"/></div> <div style="width: 50%;">DI Qty: <input type="text" value="1"/></div> <div style="width: 50%;">Serial #: <input type="text"/></div> <div style="width: 50%;">Reg #: <input type="text"/></div> <div style="width: 50%;">Lot #: <input type="text"/></div> <div style="width: 50%;">Sys #: <input type="text"/></div> <div style="width: 50%;">EIC/TRC: <input type="text"/></div> <div style="width: 50%;">ECS: <input type="text"/></div> <div style="width: 50%;">Prj CD: <input type="text"/></div> <div style="width: 50%;">RDD: <input type="text" value="000"/></div> <div style="width: 50%;">Status: <input type="text"/></div> <div style="width: 50%;">ESD: <input type="text"/></div> <div style="width: 50%;">Date Closed: <input type="text"/></div> <div style="width: 50%;">Remarks: <input type="text"/></div> </div>																			
<input type="button" value="Refresh"/> <input type="button" value="Close"/> <input type="button" value="Help"/>																			

Figure 8.3-23 Due-In Status Screen

- b. Click the **DIC** of the record to be displayed.
- c. Click **Close** to exit.

**8.3.3.5 Add a LIN to the Subhand Receipt.** Use this function to add new LINs to the commander's hand receipt.

- a. Click the **Insert** button to display the **New Materiel Item** screen (Figure 8.3-24).

**New Materiel Item** **SHR-8**

UIC: WAAWD0      SHR Name: Farner      SIC: A  
SHR#: CDR      Unit Name: AVN UNIT MAINT CO (A)

---

NSN\*:        Item Nomen:   
UI:       Supply Class:   
LIN:

---

SUBLIN:  PBIC:  O/H Qty:   
ECS:  TAC:

---

Figure 8.3-24 New Materiel Item Screen

*Legend for Figure 8.3-24*

Field Name	Description
NSN	The stock number to be added. Mandatory.
SUBLIN	The substitute LIN for the stock number entered. Optional.
PBIC	The PBIC for the stock number entered. Optional.
O/H QTY	The on hand quantity for the stock number entered. Optional.
ECS	The Equipment Concentration Site code where the item is stored. Mandatory.
TAC	The Terminal Access Code for the item. Mandatory.

- b. Enter the **NSN** and click the **View** button to retrieve the materiel item's details.
- c. Enter the any additional data in the appropriate fields and click **Apply**.
- d. Click **Cancel** to exit.

8.3.3.6 Import a file from the PBO. Use this function to import hand receipt files from the Property Book Office to the commander's hand receipt.

a. Click the **Import** button to display the **Subhand Receipt Import** screen (Figure 8.3-25).

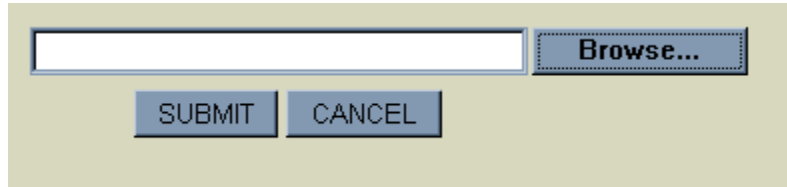


Figure 8.3-25 Subhand Receipt Import Screen

b. Enter the path of the **ALV09PDP** import file, or click **Browse** to search for the file.

(1) If the **Browse** button is clicked, the **File Upload** screen is displayed (Figure 8.3-26).

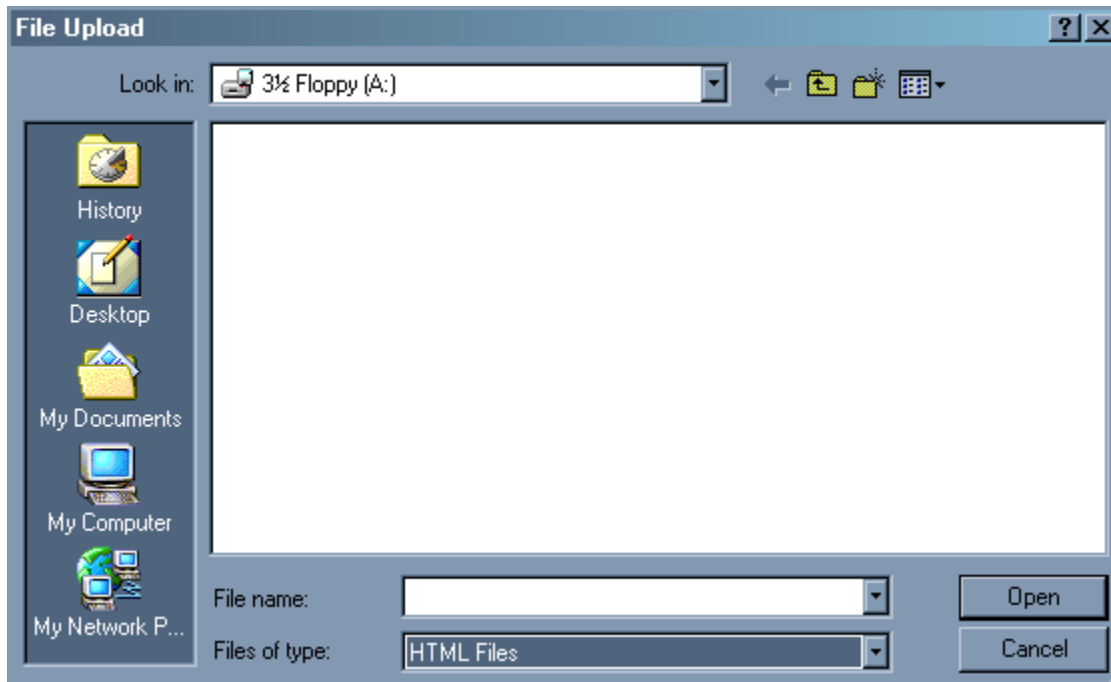


Figure 8.3-26 File Upload Screen

(2) Click the **Files of type:** LOV and select **All Files (\*.\*)**.

(3) Click the **Look in:** LOV to locate the disk or folder containing the **ALV09PDP** file.

(4) Click the file name and click the **Open** button to return to the Subhand Receipt Import screen.

c. After the Subhand Receipt Import screen is populated (Figure 8.3-27), click **Submit**.

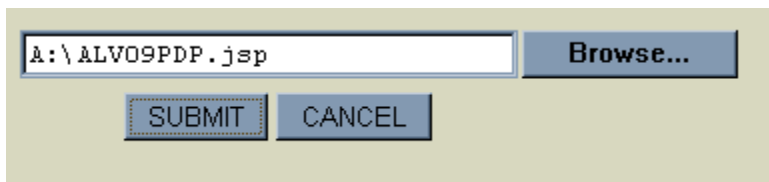
A screenshot of a web application interface. At the top, there is a text input field containing the file path 'A:\ALV09PDP.jsp'. To the right of the input field is a button labeled 'Browse...'. Below the input field, there are two buttons: 'SUBMIT' and 'CANCEL'.

Figure 8.3-27 Subhand Receipt Import Screen, Populated

8.3.3.7 Delete a LIN from the Subhand Receipt. Use this function to remove user created records from the commander's hand receipt.

- a. Click the LIN of the record to be deleted.
- b. The **View/Update Authorizations** screen will appear. When it does, close it.
- c. Click the **Delete** button.
- d. When the **Delete Confirmation** box (Figure 8.3-28) appears, click **Yes**.

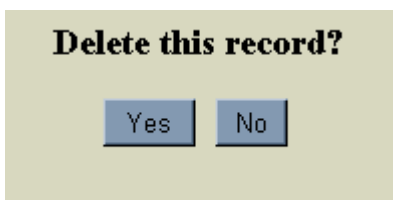
A screenshot of a confirmation dialog box. The title of the box is 'Delete this record?'. Below the title, there are two buttons: 'Yes' and 'No'.

Figure 8.3-28 Delete Confirmation Box

8.3.3.8 Print a Unit Level Hand Receipt. Use this function to print the Unit Level Hand Receipt Report for the selected hand receipt.

- a. Click the **Print** button to display the **Excel** screen.
- b. For further information about printing with Excel, see section 4.

**8.3.3.9 Search the Subhand Receipt.** Use these functions to locate specific records within the selected hand receipt.

- a. Click the **Search** button to display the **Materiel Items Search** screen (Figure 8.3-29).

Column Name	Value
SHR #	
SHR #	
SHR Name	
Rank	
Duty Section	

Find Close

Figure 8.3-29 Materiel Items Search Screen

- b. Click the **Search Asset Detail** button to display the **Materiel Items Asset Detail Search** screen (Figure 8.3-30).

Column Name	Value
LIN	
LIN	
SUBLIN	
NSN	
Item Nomen	

Find Close

Figure 8.3-30 Materiel Items Asset Detail Search Screen

- c. Select the data element to search by from the **Column Name** LOV.
- d. Enter the **Value** and then click the **Find** button.
- e. Click **Close** to exit the screen.

**NOTE:** For further assistance with searches, see section 4.



### 8.3.4 Component CHR.

a. From the **Sub Hand Receipts Processes** screen, click **Component CHR** to display the **Component CHR** tab (Figure 8.3-31).

SHR #	SHR Name	Rank	Duty Section
CDR	Farner	CPT	Admin
001	test	1LT	test

LIN	SUBLIN	End Item NSN	Total O/H Qty	Total Qty Auth	Serial Num	Comp Indent CD	CHR#
00001V		5450014302081	7				000000
47026N		494000226771	1				000002
47026N		494000227088	1				000001
70151N		6730017325118	1				000003
70209N		7021012000128	1				000006
70209N		7021012330016	1				000009
70209N		7021012330508	1				000007
70209N		7021012339356	1				000005
70209N		7021012339357	1				000004
70209N		7021012801772	1				000008

Figure 8.3-31 Sub Hand Receipt Processes Screen, Component CHR Tab

b. Click the **UIC** LOV and select the desired UIC, or click the **Find** button to display the **UIC** search screen (Figure 8.3-32).

Column Name	Value
UIC:	<input type="text"/>

Figure 8.3-32 UIC Search Screen

(1) Enter the complete UIC.

(2) Click the **Find** button.

**NOTE:** When a UIC is located using the UIC Search, the UIC LOV will display only that UIC until the Refresh button is clicked.

- c. Click the **SIC** LOV and select the SIC.
- d. Click the **SHR#** for the appropriate subhand receipt.

8.3.4.1 Print a Component Sub-Hand Receipt Report.

- a. Click the **Print** button to display the **Print Decision** box (Figure 8.3-33).

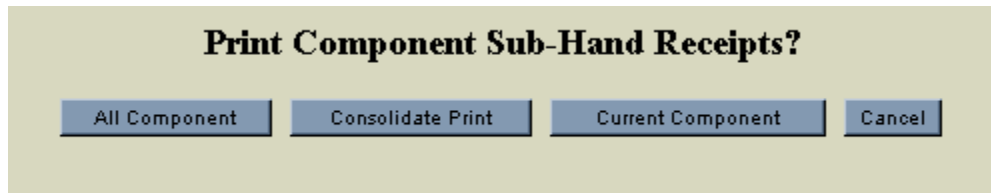


Figure 8.3-33 Print Decision Box

- b. Click **All Component** to print every component hand receipt for the subhand receipt holder.
- c. Click **Consolidate Print** to print a consolidated component hand receipt for each type of end item on the subhand receipt.
- d. Click **Current Component** to get all components related to the currently selected end item.
- e. After selecting the type of report to print, an Excel screen appears.
- f. Click the **Print** icon on the toolbar to print the report.

**8.3.4.2 Modify Component.** Use this feature to change the on hand quantity of the components and subcomponents associated with a selected end item and to print a Component Sub-hand Receipt.

- a. Click the **End Item NSN** to display the **Component Modify** screen (Figure 8.3-34).

Component Modify										SHR-9	
UIC: W1HDAA			SIC: A			SHR#: CDR					
Previous Page		Next Page									
LIN	SUBLIN	End Item NSN	NHA NSN	Comp Indent CD	Item Desc	ARC	CIIC	UI	CHR#		
107543		2320011467193		A	HTIL: S250, SHEL CARR, 4X4, M1037, WE	N	U	EA	000007		
Previous Page		Next Page									
Component NSN	NHA NSN	Comp Indent CD	Item Desc	ARC	CIIC	UI	Auth Qty	Qty	Qty Due In		
4910002043170	2320011467193	B	GAGE: TIRE PRESSURE	X	U	EA	1	1	0		
5110002932336	2320011467193	B	AX: SINGLE BIT, 4LB HE... HT, 36-1/2 IN. LG TYPE I, C	D	M	EA	1	1	0		
5120001067598	2320011467193	B	JACK: MECHANICAL, SCISSORS, HAND, 2-TON CAP, 2-1/4 IN.	D	J	EA	1	1	0		
5120002237397	2320011467193	B	PLIERS: COMBINATION, SLIP JOINT, STRAIGHT NOSE W/CUT	D	M	EA	1	1	0		
5120002277356	2320011467193	B	SCREWDRIVER: FLAT TIP, FLARED SIDES, PLASTIC HANDLE, R	D	M	EA	1	1	0		
5120002348913	2320011467193	B	SCREWDRIVER: CROSS TIP, PHILLIPS TYPE, PLASTIC HAND	D	M	EA	1	1	0		
5120002405328	2320011467193	B	WRENCH: ADJUSTABLE, OPEN END, 8 IN. LONG	D	M	EA	1	1	0		
5120002432395	2320011467193	B	MATTOCK: PICK, HEAD, CLAY, 19-1/2 IN. LONG	D	M	EA	1	1	0		
5120002886574	2320011467193	B	HANDLE: MATTOCK PICK, CLAY, 36 IN. LONG	D	M	EA	1	1	0		
5120002933336	2320011467193	B	SHOVEL: HAND, ROUND POINT, 40-1/2 IN. LONG	D	M	EA	1	1	0		
<input type="button" value="Search"/> <input type="button" value="Apply"/> <input type="button" value="Refresh"/> <input type="button" value="Print"/> <input type="button" value="Sub-Component"/> <input type="button" value="Close"/> <input type="button" value="Help"/>											

Figure 8.3-34 Component Modify Screen

**Legend for Figure 8.3-34**

Number	Description
1	Component Identification Code = A (End Item)
2	Component Identification Code = B (Component)

- b. The screen displays end items and components in a hierarchy based upon the Component Identification Code.

- c. Click the **Component NSN** to highlight a component.

- d. To change the component quantity:

- (1) Click in the **QTY** field and enter the new quantity.

- (2) Click the **Apply** button.

**8.3.4.2.1 View Due In Status.** Use this feature to check the status of due in documents for the selected component.

- a. Click the **Qty DI** to display the **Due-In Status** screen (Figure 8.3-35).

DIC	Doc #	LIN	Original Type	PD	Requested Qty	Trans Qty	DI Qty	Serial #	Reg #	Lot #	Sys #	EIC/TRC	ECS	Prj CD	RDD	Status	ESD	Date Closed	Remarks
<div style="display: flex; justify-content: space-between;"> <div>DIC: <input type="text"/></div> <div>Doc #: <input type="text"/></div> <div>LIN: <input type="text"/></div> <div>Original Type: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>PD: <input type="text"/></div> <div>Requested Qty: <input type="text"/></div> <div>Trans Qty: <input type="text"/></div> <div>DI Qty: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Serial #: <input type="text"/></div> <div>Reg #: <input type="text"/></div> <div>Lot #: <input type="text"/></div> <div>Sys #: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>EIC/TRC: <input type="text"/></div> <div>ECS: <input type="text"/></div> <div>Prj CD: <input type="text"/></div> <div>RDD: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Status: <input type="text"/></div> <div>ESD: <input type="text"/></div> <div>Date Closed: <input type="text"/></div> <div>Remarks: <input type="text"/></div> </div>																			

Figure 8.3-35 Due-In Status Screen

- b. Click the **DIC** of the record to be displayed.
- c. Click **Close** to exit.

**8.3.4.2.2 Component Modify Searches.** The Component Modify screen contains one search button in each portion of the screen. Each search's view is restricted to the data in that portion of the screen. For instance, the search in the component portion of the screen can retrieve component records only; the search in the subcomponent portion can retrieve only subcomponents, etc.

- a. Click the **Search** button to display the **Component Modify Search** screen (Figure 8.3-36).

Column Name	Value
<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #d3d3d3; padding: 2px;">Component NSN</div> <div style="border: 1px solid black; padding: 2px;"> Component NSN  Component Indent CD  Item Description  Nha NSN </div> </div>	<input style="width: 90%;" type="text"/>

Figure 8.3-36 Component Modify Search Screen

- b. Select the data element to search by from the **Column Name** LOV.

- c. Enter the **Value** and then click the **Find** button.
- d. Click **Close** to exit the screen.

**NOTE:** For further assistance with searches, see section 4.

**8.3.4.2.3 Print a Component List.** Use this function to print a list of all components associated with the end item.

- a. Click the **Print** button to display an Excel screen.
- b. Click the **Printer Icon** on the Excel Toolbar to initiate the report.

**8.3.4.2.4 Subcomponents.** Use this function to view a selected component's subcomponents, change the on-hand quantity, or view due-in status.

- a. Highlight a specific component and click the **Sub-Component** button to change the screen view to display the subcomponents (Figure 8.3-37).

**Component Modify**      **SHR-9**

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Component NSN	NHA NSN	Comp Indent CD	Item Desc	ARC	CIIC	UI	Auth Qty	Qty	Qty Due In
<a href="#">1234567890123</a>	2510010509770	C	DROID	D		KT	1	<input type="text" value="1"/>	<a href="#">Q</a>

Search    Apply    Refresh    **1**

---

Previous Page    Next Page

Component NSN	NHA NSN	Comp Indent CD	Item Desc	ARC	CIIC	UI	Auth Qty	Qty	Qty Due In
<a href="#">1234555666777</a>	1234567890123	D	DROID TOOL KIT	D		EA	1	<input type="text" value="1"/>	<a href="#">Q</a>

Search    Apply    Refresh    Help    **2**

---

Previous Page    Next Page

Component NSN	NHA NSN	Comp Indent CD	Item Desc	ARC	CIIC	UI	Auth Qty	Qty	Qty Due In
<a href="#">1234777888999</a>	1234555666777	E	DROID SOCKET SET	D		KT	1	<input type="text" value="1"/>	<a href="#">Q</a>

Search    Apply    Refresh    Previous Level    Close    Help    **3**

Figure 8.3-37 Component Modify Screen with Subcomponent Fields

*Legend for Figure 8.3-37*

Number	Description
1	Component Identification Code = C
2	Component Identification Code = D
3	Component Identification Code = E

b. The screen displays subcomponents in a hierarchy based upon their Component Identification Code.

c. Click the **Component NSN** to highlight a subcomponent.

d. To change the subcomponent quantity:

(1) Click in the **QTY** field and enter the new quantity.

(2) Click the **Apply** button.

e. To view the due-in status:

(1) Click the **Qty DI** to display the **Due-In Status** screen (Figure 8.3-38).

DUE-IN STATUS      SHR-11																			
UIC: WAGTAD						COMPONENT NSN: 5120000426837													
<input type="button" value="Previous Page"/> <input type="button" value="Next Page"/>																			
DIC	Doc #	LIN	Original Type	PD	Requested Qty	Trans Qty	DI Qty	Serial #	Reg #	Lot #	Sys #	EIC/TRC	ECS	Prj CD	RDD	Status	ESD	Date Closed	Remarks
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">DIC: <input type="text"/></div> <div style="width: 50%;">Doc #: <input type="text"/></div> <div style="width: 50%;">LIN: <input type="text"/></div> <div style="width: 50%;">Original Type: <input type="text"/></div> <div style="width: 50%;">PD: <input type="text"/></div> <div style="width: 50%;">Requested Qty: <input type="text"/></div> <div style="width: 50%;">Trans Qty: <input type="text"/></div> <div style="width: 50%;">DI Qty: <input type="text"/></div> <div style="width: 50%;">Serial #: <input type="text"/></div> <div style="width: 50%;">Reg #: <input type="text"/></div> <div style="width: 50%;">Lot #: <input type="text"/></div> <div style="width: 50%;">Sys #: <input type="text"/></div> <div style="width: 50%;">EIC/TRC: <input type="text"/></div> <div style="width: 50%;">ECS: <input type="text"/></div> <div style="width: 50%;">Prj CD: <input type="text"/></div> <div style="width: 50%;">RDD: <input type="text"/></div> <div style="width: 50%;">Status: <input type="text"/></div> <div style="width: 50%;">ESD: <input type="text"/></div> <div style="width: 50%;">Date Closed: <input type="text"/></div> <div style="width: 50%;">Remarks: <input type="text"/></div> </div>																			
<input type="button" value="Refresh"/> <input type="button" value="Back"/> <input type="button" value="Close"/> <input type="button" value="Help"/>																			

Figure 8.3-38 Due-In Status Screen

(2) Click the **DIC** of the record to be displayed.

(3) Click **Close** to exit.

f. To search for a specific subcomponent:

(1) Click the **Search** button to display the **Subcomponent Modify Search** screen (Figure 8.3-39).

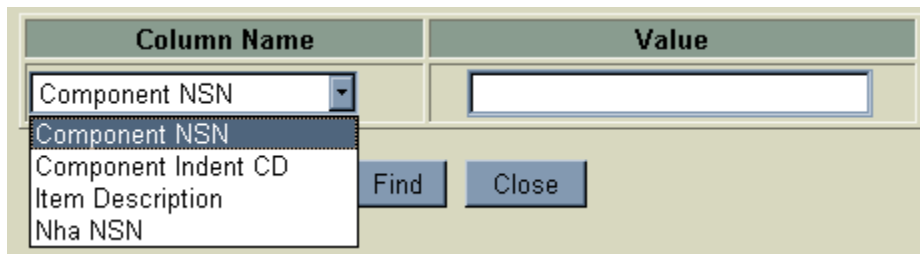
The screenshot shows a web-based search interface. It has two main columns: 'Column Name' and 'Value'. Under 'Column Name', there is a dropdown menu currently showing 'Component NSN'. A list of options is visible below the dropdown: 'Component NSN', 'Component Indent CD', 'Item Description', and 'Nha NSN'. The 'Value' column contains an empty text input field. Below these columns are two buttons: 'Find' and 'Close'.

Figure 8.3-39 Subcomponent Modify Search Screen

(2) Select the data element to search by from the **Column Name** LOV.

(3) Enter the **Value** and then click the **Find** button.

**NOTE:** For further assistance with searches, see section 4.

g. To return to the previous screen, click the **Previous Level** button.

**8.3.4.3 Deleting Component Details.** Use this function to delete records from the commander's component hand receipt.

a. Click the **End Item NSN** to be deleted. When the **Component Modify** screen appears, close it.

b. Click the **Delete Details** button.

c. When the **Delete Confirmation** box (Figure 8.3-40) appears, click **Yes** to confirm, or **No** to cancel.

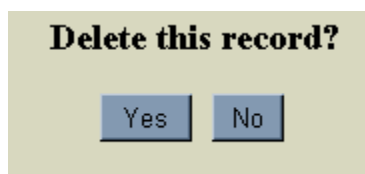
The screenshot shows a confirmation dialog box with a light beige background. At the top, it says 'Delete this record?' in bold black text. Below the text are two buttons: 'Yes' and 'No'.

Figure 8.3-40 Delete Confirmation Box

**8.3.4.4 Search the Component CHR.** Use these functions to locate specific records.

- a. Click the **Search** button to display the **Component CHR Search** screen (Figure 8.3-41).

Column Name	Value
SHR # SHR # SHR Name Rank Duty Section	

Find Close

Figure 8.3-41 Component CHR Search Screen

- b. Click the **Search Detail** button to display the **Component Detail Search** screen (Figure 8.3-42).

Column Name	Value
End Item NSN End Item NSN Component NSN Serial Num Component Indent CD	

Find Close

Figure 8.3-42 Component Detail Search Screen

- c. Select the data element to search by from the **Column Name** LOV.
- d. Enter the **Value** and click the **Find** button.

**NOTE:** For further assistance with searches, see section 4.



**8.4 Operational/Basic Load.** This process provides functionality for adding and deleting basic and operational load items. It also provides links to create requests and view demand history.

a. From the **Hand Receipt** menu, click **Operational/Basic Load** to display the **Operational/Basic Load** screen (Figure 8.4-1).

Supply Class	NSN	Item Nomen	UI	Auth Qty	Qty Demanded	Due In Qty	Date Established	Location
<a href="#">0X</a>	3740001325936	DOSTER,MANUALLY OPE	EA	2	0	0	1996-03-18	FIELD SANKIT
<a href="#">2B</a>	3740006414719	SPRAY INSECT HAND 2GL	EA	2	0	0	1996-03-18	FIELD SANKIT
<a href="#">2F</a>	4240001906432	GOGGLES,INDUSTRIAL	PR	2	0	0	1996-03-18	FIELD SANKIT
	5110002405943			0	0	4	2002-07-15 09:43:58.0	
	5120002398251			0	0	0	2002-07-15 09:44:36.0	
	5120013136937			0	0	10	2002-07-15 09:45:03.0	
	6260010744229			0	0	10	2002-06-10 21:41:55.0	
	6260011785559			0	0	10	2002-06-10 21:41:55.0	
	6260011959753			0	0	10	2002-06-10 21:41:56.0	
	6260011960136			0	0	3	2002-06-10 21:41:56.0	

Figure 8.4-1 Operational/Basic Load Screen

*Legend for Figure 8.4-1*

Field Name	Description
Auth QTY	The quantity authorized by the commander. (basic load only)
Shelf Life EXP Date	The expiration date of the item. Optional.
Location	The storage location for the item. Optional.

b. Click the **DODAAC** LOV to select a DODAAC, or click the **Find** button to display the **DODAAC** search screen (Figure 8.4-2).

Column Name	Value
Dodaac:	

Figure 8.4-2 DODAAC Search Screen

(1) Enter the complete DODAAC.

(2) Click the **Find** button.

**NOTE:** When a DODAAC is located using the DODAAC Search, the DODAAC LOV will display only that DODAAC until the Refresh button is clicked.

c. Click the **Loadtype** LOV to select the load type to be displayed, **Basic**, **Operational**, or **All**.

(1) Selecting **Operational** prevents access to the **AUTH QTY** field at the bottom of the screen.

(2) Selecting **All** changes the list table display (Figure 8.4-3).

**Operational / Basic Load**

Op/Basic Load OBL-1

DODAAC: W811A8 Find LOADTYPE: ALL

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Load Type	Supply Class	NSN	Item Nomen	UI	Auth Qty	Qty Demanded	Due In Qty	Date Established	Location
OPERATIONAL	2A	063G3013969920	DRINKING SYSTEM	EA	0	-	1	2001-07-27	NOLOC
OPERATIONAL	2M	1005000306357	ROD SECTION,CLEANING,	EA	0	-	0	2001-04-23	NOLOC
OPERATIONAL	9M	1005002883565	SWAB,SMALL ARMS CLE	PG	0	-	0	2001-09-14	NOLOC
OPERATIONAL	9M	1005003127177	SLING,SMALL ARMS,C/O	EA	0	-	0	2001-09-14	NOLOC
OPERATIONAL	2M	1005003504100	BRUSH CLN SM ARMS 7.6	EA	0	-	0	1995-09-15	NOLOC
OPERATIONAL	9M	1005004874100	COVER,GUN	EA	0	-	0	1995-09-06	NOLOC
OPERATIONAL	2M	1005004946602	BRUSH CLEANING SM ARM	EA	0	-	0	1995-09-15	NOLOC
OPERATIONAL	9M	1005005504037	BRUSH, CLEANING, SMAL	EA	0	-	0	1995-09-05	NOLOC
OPERATIONAL	9M	1005005564102	ROD, CLEANING, SMALL	EA	0	-	0	1995-09-05	NOLOC
OPERATIONAL	9M	1005006147463	BOLT ASSEMBLY( ALTERN	EA	0	-	0	1995-09-19	NOLOC

NSN: 063G3013969920 Item Nomen: DRINKING SYSTEM UI: EA

Auth Qty: 0 Shelf Life Exp Date: Location: NOLOC

Search Apply Refresh Insert Delete Print Help

Figure 8.4-3 Operational/Basic Load Screen, All selected.

**8.4.1 Update a Load List Record.** Use this function to make changes to basic data about an item.

a. Click the **Supply Class** of the item to be updated.

b. Make the changes to the appropriate fields, **Auth Qty**, **Shelf Life Exp Date**, and **Location**.

c. Click the **Apply** button.

**NOTE:** The **Auth Qty** field at the bottom of the screen is accessible on Basic Load items only.

**8.4.2 Add a Load List Record.** Use this function to add new lines to the Basic or Operational load.

**NOTE:** The selected **Loadtype** must be either Operational or Basic; All cannot be used.

a. Click the **Insert** button to display the **Add Operational/Basic Load** screen (Figure 8.4-4).

The screenshot shows a software window titled "Add Operational/Basic Load OBL-2". Inside the window, at the top, is a header bar with the title. Below the header, the text "DODAAC: W811A8" is on the left and "Type Of Load List: OPERATIONAL" is on the right. The main content area has several input fields: "NSN\*" with a "View" button next to it, "Item Nomen:", "UI:", "Supply Class:", and "LIN:". At the bottom of the window, there are two more input fields: "Location:" and "Shelf Life Exp Date:". Below these fields are three buttons: "Apply", "Cancel", and "Help".

Figure 8.4-4 Add Operational/Basic Load Screen

*Legend for Figure 8.4-4*

Field Name	Description
NSN	The NSN of the item being added. Mandatory
Auth QTY	The quantity authorized by the commander. (basic load only)
Shelf Life EXP Date	The expiration date of the item. Optional.
Location	The storage location for the item. Optional.

- b. Enter the **NSN** of the item to be added.
- c. Click the **View** button to display the NSN details.
- d. Enter the data in the remaining fields, as necessary.

**NOTE:** The **Auth Qty** field does not appear when the Operational load list is selected.

- e. Click the **Apply** button to add the record, or click **Cancel** to exit.

8.4.3 Delete a Load List Record. Use this function to delete either an Operational or Basic Load list record.

- a. Click the **Supply Class** of the item to be updated.
- b. Click the **Delete** button.
- c. When the **Delete Confirmation** box appears (Figure 8.4-5), click **Yes** to delete, or **No** to deny.

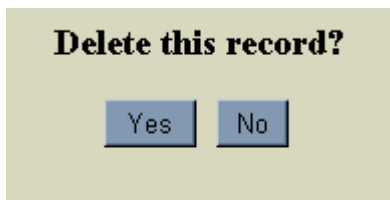


Figure 8.4-5 Delete Confirmation Box

**8.4.4 Create a Request for a Load List Item.** Use this feature to create a request for issue for a selected load list item.

- a. Click the **Auth Qty** to display the **MILSTRIP Transactions – Request** screen (Figure 8.4-6).

MILSTRIP Transactions - Request		MIL-01	
<input type="button" value="Insert"/> <input type="button" value="Help"/>		<input type="checkbox"/> Generate DHA <a href="#">User Created Catalog</a>	
Type: <input type="text" value="Non-Property Book"/>	Document Number (optional): <input type="text"/>	DIC: <input type="text" value="ADA"/>	
DODAAC: <input type="text" value="W90R74"/>	UIC: <input type="text" value="WAL6B0"/>	NSN: <input type="text" value="00000S/C"/>	
Supplementary Address: <input type="text"/>	RIC: <input type="text" value="A16"/>		
Media Status: <input type="text" value="K"/>	Demand Code: <input type="text" value="N"/>	Signal Code: <input type="text" value="A"/>	
Quantity: <input type="text" value="0"/>	Project Code: <input type="text"/>	Type Req Code/EIC: <input type="text"/>	
Equip Conc Site: <input type="text"/>	Priority Code: <input type="text" value="13"/>	Advice Code: <input type="text" value="2B"/>	
Required Delivery Date(DD): <input type="text" value="0"/>	Suppress Code: <input type="text"/>	APC: <input type="text"/>	
Fund ID: <input type="text"/>	Fund Code: <input type="text" value="P"/>	PBIC: <input type="text"/>	
Remarks: <input type="text"/>			
Origin: <input type="text" value="OPER"/>			
AUTH LIN: <input type="text"/>	SCMC: <input type="text" value="2B"/>	UI: <input type="text" value="EA"/>	Unit Price: <input type="text" value="0.01"/> Total Price: <input type="text" value="0.00"/>
ARC: <input type="text" value="X"/>	AAC: <input type="text"/>	Normen: <input type="text" value="STATEMENT OF CHARGES"/>	

Figure 8.4-6 MILSTRIP Transactions – Request Screen

- b. Complete the screen using instructions found in section 9

**8.4.5 View the Demand History.** Use this feature to display the demand history for the selected load list item.

- a. Click the **QTY Demanded** field to display the **Demand History** screen (Figure 8.4-7).

Demand History      OBL-3											
DODAAC: W810GG						NSN: 7330002436164					
Qty Demanded:											
<input type="button" value="Previous Page"/> <input type="button" value="Next Page"/>											
Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
	0	0	0	0	0	0	0	0	0	0	0
# of Demands:											
Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
	0	0	0	0	0	0	0	0	0	0	0
<input type="button" value="Close"/> <input type="button" value="Help"/>											

Figure 8.4-7 Demand History Screen

- b. Click on the Month column to highlight the record
- c. Click the **Close** button to exit.

**8.4.6 Print a Load List.** Use this function to print a Basic Load List, an Operational Load List, or a combination Operational/Basic Load List.

- a. Click the **Loadtype** LOV to determine the type of report to be printed.

Loadtype	Report
Operational	Operational Load List
Basic	Basic Load List
All	Operational/Basic Load List

- b. Click the **Print** button to print the report using Excel.

**NOTE:** For further assistance with printing reports using Excel, see section 4.

8.4.7 Search the Load Lists. Use this function to locate specific records within the selected load list.

a. Click the **Search** button to display the **Operational/Basic Load Search** screen (Figure 8.4-8).

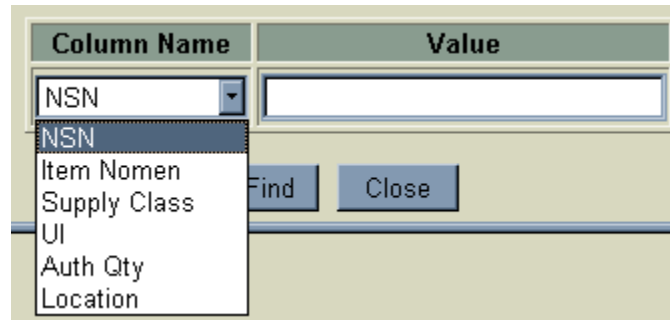
The screenshot shows a software interface for searching load lists. It features a table with two columns: 'Column Name' and 'Value'. The 'Column Name' column has a dropdown menu currently displaying 'NSN', with a list of other options including 'Item Nomen', 'Supply Class', 'UI', 'Auth Qty', and 'Location'. The 'Value' column contains an empty text input field. Below the table, there are two buttons: 'Find' and 'Close'.

Figure 8.4-8 Operational/Basic Load Search Screen

b. Select the data element to search by from the **Column Name** LOV.

c. Enter the **Value** and click the **Find** button.

d. Click **Close** to exit the screen.

8.5 AIT. The AIT, Automated Identification Technology, contains two sets of processes, Menu Options and Inventory, that are used to assist in inventory management.

8.5.1 Menu Options. The Menu Options processes are used to manage the barcode labels. There are three processes, Bar Code Details Report, Bar Code Record Deletions, and Produce Labels.

**8.5.1.1 Bar Code Details Report.** Use this process to print a report or to delete records from a list of bar coded inventory items.

a. From the **Hand Receipt** menu, click **Menu Options** to display the **AIT Menu Options** screen, **Bar Code Details Report** tab (Figure 8.5-1).

**AIT MENU OPTIONS**

Bar Code Details Report AIT-4 Bar Code Record Deletions AIT-5 Produce Labels AIT-6

UIC: WAAWD0 Find UNIT NAME: AVN UNIT MAINT CO (A)

Previous Page Previous Next Next Page

LIN	NSN	PBIC	ECS	SERIAL #	REG #	LOT #	SYS #	BAR CODE #
00001V	5450014302081	8						WAAWD00000322
47026N	494000Z226771	8						WAAWD00000373
47026N	494000Z227088	8						WAAWD00000364
70151N	673001Z325118	8		1912621				WAAWD00000002
70209N	702101Z000128	8		DRGT301				WAAWD00000001
70209N	702101Z330016	8		23B1626				WAAWD00000263
70209N	702101Z330503	8		130DB015448				WAAWD00000264
70209N	702101Z339356	8		CLO-14320926				WAAWD00000265
70209N	702101Z339357	8		CLQ20358346				WAAWD00000266
70209N	702101Z801772	8		SN481187				WAAWD00000267

Search Refresh Delete Print Help

Figure 8.5-1 AIT Menu Options Screen, Bar Code Details Report Tab

- b. Click the **UIC** LOV and select a UIC.
- c. To print a Bar Code Details report:
- (1) Click the **Print** button to display the Excel screen.
  - (2) Click the **Print** icon on the Excel toolbar to initiate printing.
- d. To delete a record:
- (1) Use the List Control buttons to highlight the record.
  - (2) Click the **Delete** button.
  - (3) When the **Delete Confirmation** box appears, click **Yes** to delete, or **No** to deny.



e. To search the bar coded inventory list:

(1) Click the **Search** button to display the **Bar Code Details Report Search** screen (Figure 8.5-2).

Column Name: LIN (selected from dropdown: LIN, NSN, PBIC, BARCODE NUM)

Value: [Empty text field]

Buttons: Find, Close

Figure 8.5-2 Bar Code Details Report Search Screen

(2) Select the data element to search by from the **Column Name** LOV.

(3) Enter the **Value** and click the **Find** button.

(4) Click **Close** to exit the screen.

**8.5.1.2 Bar Code Record Deletions.** Use this process to print or delete records that were deleted from the bar coded inventory items list.

a. Click **Bar Code Record Deletions** to display the **Bar Code Record Deletions** tab (Figure 8.5-3).

AIT MENU OPTIONS

Bar Code Details Report AIT-4 | Bar Code Record Deletions AIT-5 | Produce Labels AIT-6

UIC: WAAWD0 Find UNIT NAME: AVN UNIT MAINT CO (A)

Previous Page Previous Next Next Page

LIN	NSN	PBIC	ECS	SERIAL #	REG #	LOT #	SYS #	BAR CODE #
47026N	494000Z226771	8						WAAWD00000373
70210N	702001Z006690	8		8219046BY47045A				WAAWD00000269

Search Refresh Delete Print Help

Figure 8.5-3 AIT Menu Options Screen, Bar Code Record Deletions Tab

b. Click the **UIC** LOV and select a UIC.

c. To print a Bar Code Record Deletions report:

(1) Click the **Print** button to display the Excel screen.

(2) Click the **Print** icon on the Excel toolbar to initiate printing.

- d. To delete a record:
  - (1) Use the List Control buttons to highlight the record.
  - (2) Click the **Delete** button.
  - (3) When the **Delete Confirmation** box appears, click **Yes** to delete, or **No** to deny.
- e. To search the deleted bar coded inventory list:
  - (1) Click the **Search** button to display the **Bar Code Record Deletions Search** screen (Figure 8.5-4).

Column Name	Value
LIN	

Find Close

Figure 8.5-4 Bar Code Details Report Search Screen

- (2) Select the data element to search by from the **Column Name** LOV.
- (3) Enter the **Value** and click the **Find** button.
- (4) Click **Close** to exit the screen.

**8.5.1.3 Produce Labels.** Use this process to create bar code labels or print a listing of bar code labels.

- a. Click **Produce Labels** to display the **Produce Labels** tab (Figure 8.5-5).

LIN	NSN	PBIC	ECS	SERIAL #	REG #	LOT #	SYS #	BAR CODE #
70222N	580500T134528	9		51A0464				W0U0DC0000013
70222N	580500T134528	9		A01531203627				W0U0DC0000014
70222N	702500T136008	9		A40-21011512				W0U0DC0000015
70223N	702500T139384	9		M1SK4044008617				W0U0DC0000016
70223N	702500T139384	9		M1SK4044008609				W0U0DC0000017
70223N	702500T139384	9		M1SK4044008607				W0U0DC0000018
70223N	702500T139384	9		M1SK4044008538				W0U0DC0000019
70223N	702500T139384	9		M1SK4044008525				W0U0DC0000020
70223N	702500T139384	9		M1SK4044008611				W0U0DC0000021
70223N	702500T139384	9		M1SK4044008527				W0U0DC0000022

Figure 8.5-5 AIT Menu Options Screen, Produce Labels Tab

- b. Click the **UIC** LOV and select a UIC.

- c. To print bar code labels:

- (1) Use the List Control buttons to find the records to be printed.

- (2) Click the row to highlight the record.

(a) To select a group of records, hold down the **Shift** key, click the first record, and then click the last record in the group (Figure 8.5-6).

LIN	NSN	PBIC	ECS	SERIAL #	REG #	LOT #	SYS #	BAR CODE #
70209N	701000T139386	9		4FSBEK011431				W0U0DC0000002
70209N	701000T139386	9		4FSBEK011429				W0U0DC0000003
70209N	701000T139386	9		4FSBEK011425				W0U0DC0000004
70209N	701000T139386	9		4FSBEK011424				W0U0DC0000005
70209N	701000T139386	9		4FSBEK011428				W0U0DC0000006
70209N	702500T136016	9		A5020941				W0U0DC0000007
70209N	702500T136016	9		A5020940				W0U0DC0000008
70209N	702500T137211	9		465BEK005393				W0U0DC0000009
70209N	702500T137232	9		GHC-25120093				W0U0DC0000010
70209N	702500T137904	9		3412064UB				W0U0DC0000011

Figure 8.5-6 Group Record Selection, Example

(b) To select individual records, hold down the **Ctrl** key and click on the records to be printed (Figure 8.5-7).

LIN	NSN	PBIC	ECS	SERIAL #	REG #	LOT #	SYS #	BAR CODE #
70209N	701000T139386	9		4FSBEK011431				W0U0DC0000002
70209N	701000T139386	9		4FSBEK011429				W0U0DC0000003
70209N	701000T139386	9		4FSBEK011425				W0U0DC0000004
70209N	701000T139386	9		4FSBEK011424				W0U0DC0000005
70209N	701000T139386	9		4FSBEK011428				W0U0DC0000006
70209N	702500T136016	9		A5020941				W0U0DC0000007
70209N	702500T136016	9		A5020940				W0U0DC0000008
70209N	702500T137211	9		465BEK005393				W0U0DC0000009
70209N	702500T137232	9		GHC-25120093				W0U0DC0000010
70209N	702500T137904	9		3412064UB				W0U0DC0000011

Figure 8.5-7 Individual Record Selection, Example

**NOTE:** Labels will be printed for the highlighted records appearing on the screen only.

(3) Click the **Generate Labels** button.

d. To print a Produce Labels report:

(1) Click the **Print** button to display the Excel screen.

(2) Click the **Print** icon on the Excel toolbar to initiate printing.

e. To delete a record:

(1) Use the List Control buttons to highlight the record.

(2) Click the **Delete** button.

(3) When the **Delete Confirmation** box appears, click **Yes** to delete, or **No** to deny.

f. To search the bar coded label list:

(1) Click the **Search** button to display the **Produce Labels Search** screen (Figure 8.5-8).

Column Name	Value
<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>LIN</span> <span>▼</span> </div> <div style="border: 1px solid black; height: 100px; margin-top: 2px;"> <div style="display: flex; flex-direction: column; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">LIN</div> <div style="padding: 2px;">NSN</div> <div style="padding: 2px;">PBIC</div> <div style="padding: 2px;">BARCODE NUM</div> </div> </div> </div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px 10px;">Find</div> <div style="border: 1px solid black; padding: 5px 10px;">Close</div> </div>	

Figure 8.5-8 Produce Labels Search Screen

(2) Select the data element to search by from the **Column Name** LOV.

(3) Enter the **Value** and click the **Find** button.

(4) Click **Close** to exit the screen.

**8.5.2 Inventory.** The Inventory processes are used to track inventories and to show discrepancies.

**8.5.2.1 Inventory.** Use this process to view and print open inventories and to close a selected inventory.

a. From the **Hand Receipt** menu, click **Inventory** to display the **Inventory Report** screen, **Inventory** tab (Figure 8.5-9).

INVENTORY REPORT											
Inventory		AIT-1		Discrepancy		AIT-2					
Previous Page		Next Page									
INV CONTROL NUM	UIC	BEGIN LIN	END LIN	PROPERTY TYPE				SUSPENSE DATE			
<a href="#">WAE0A020770003</a>	WAE0A0	0	Z								
<a href="#">WAE0A020770004</a>	WAE0A0	0	Z								
<a href="#">WAE0A020850004</a>	WAE0A0	0	b								
<a href="#">WAE0A020850005</a>	WAE0A0	d	f								
Previous Page		Next Page									
LIN	SUBLIN	NSN	ITEM NOMEN	SERIAL #	REGISTRATION #	LOT #	SYS #	ECS	QTY	INV QTY	BAR CODE #
<a href="#">00001V</a>		5450014302081	FIGHTING POSITION						1	0	WAE0A00000001
<a href="#">42534P</a>		5180013942534	BTLD ID TAN MIA1MBT						1	0	WAE0A00000002
<a href="#">42534P</a>		5180013987194	BTLD ID CGO TRP CGO						1	0	WAE0A00000003
<a href="#">42534P</a>		5180014114393	BTLD ID CGO A TAN						1	0	WAE0A00000004
<a href="#">70224N</a>		702501Z330015	MONITER,15",COLORVGA	603500575					1	0	WAE0A00000005
<a href="#">70236N</a>		702301Z668887	PRINTER LASERJET 5HP	USKC033072					1	0	WAE0A00000006
<a href="#">A32355</a>		6665011055623	ALARM CHEMICAL AGENT	Z03-C-25589					1	0	WAE0A00000007
<a href="#">A32355</a>		6665011055623	ALARM CHEMICAL AGENT	Z03-C-24565					1	0	WAE0A00000008
<a href="#">A32355</a>		6665011055623	ALARM CHEMICAL AGENT	Z03-C-22786					1	0	WAE0A00000009
<a href="#">A32355</a>		6665011055623	ALARM CHEMICAL AGENT	Z03-C-26404					1	0	WAE0A00000010
Search		Search Inv		Refresh		Print		Close Inv		Help	

Figure 8.5-9 Inventory Report Screen, Inventory Tab

b. Click the **INV Control Num** to display the inventory details.

c. To print a Bar Code Inventory Listing:

(1) Click the **Print** button to display the Excel screen.

(2) Click the **Print** icon on the Excel toolbar to initiate printing.

d. To close an inventory:

(1) Click the **Close Inv** button.

(2) When the **Close Inventory Confirmation** box appears, click **Yes** to close the inventory, or click **No** to leave it open.

e. To search the open inventory list:

(1) Click the **Search** button to display the **Inventory Search** screen (Figure 8.5-10).

Column Name	Value
INV CONTROL NUM	
INV CONTROL NUM	
UIC	

Find Close

Figure 8.5-10 Inventory Search Screen

(2) Select the data element to search by from the **Column Name** LOV.

(3) Enter the **Value** and click the **Find** button.

(4) Click **Close** to exit the screen.

f. To search for a specific item within an inventory:

(1) Click the **Search Inv** button to display the **Inventory Item** search screen (Figure 8.5-11).

Column Name	Value
LIN	
LIN	
SUBLIN	
NSN	
ITEM NOMEN	
SERIAL NUM	
BAR CODE NUM	

Find Close

Figure 8.5-11 Inventory Item Search Screen

(2) Follow the steps in paragraphs e(2) – e(4).

**8.5.2.2 Discrepancy.** Use this process to print a listing of inventory discrepancies and to delete discrepant records.

- a. Click **Discrepancy** to display the **Discrepancy** tab (Figure 8.5-12).

INVENTORY REPORT											
Inventory AIT-1		Discrepancy AIT-2									
Previous Page		Next Page									
INV CONTROL NUM	UIC	BEGIN LIN	END LIN	PROPERTY TYPE				SUSPENSE DATE			
<a href="#">WAE0A020770003</a>	WAE0A0	0	Z								
<a href="#">WAE0A020770004</a>	WAE0A0	0	Z								
<a href="#">WAE0A020850004</a>	WAE0A0	0	b								
<a href="#">WAE0A020850005</a>	WAE0A0	d	f								
Previous Page		Next Page									
LIN	SUBLIN	NSN	ITEM NOMEN	SERIAL #	REGISTRATION #	LOT #	SYS #	ECS	QTY	INV QTY	BAR CODE #
<a href="#">00001V</a>		5450014302081	FIGHTING POSITION						1	0	WAE0A00000001
<a href="#">42534P</a>		5180013942534	BTLED ID TAN M1A1MBT						1	0	WAE0A00000002
<a href="#">42534P</a>		5180013987194	BTLED ID CGO TRP CGO						1	0	WAE0A00000003
<a href="#">42534P</a>		5180014114393	BTLED ID CGO A TAN						1	0	WAE0A00000004
<a href="#">70224N</a>		7025012330015	MONITER,15",COLORVGA	603500575					1	0	WAE0A00000005
<a href="#">70236N</a>		7023012668887	PRINTER LASERJET 5HP	USKC033072					1	0	WAE0A00000006
<a href="#">A32355</a>		6665011055623	ALARM CHEMICAL AGENT	203-C-25589					1	0	WAE0A00000007
<a href="#">A32355</a>		6665011055623	ALARM CHEMICAL AGENT	203-C-24565					1	0	WAE0A00000008
<a href="#">A32355</a>		6665011055623	ALARM CHEMICAL AGENT	203-C-22786					1	0	WAE0A00000009
<a href="#">A32355</a>		6665011055623	ALARM CHEMICAL AGENT	203-C-26404					1	0	WAE0A00000010
<div style="display: flex; justify-content: space-between; padding: 5px;"> <span>Search</span> <span>Search Inv</span> <span>Refresh</span> <span>Print</span> <span>Delete</span> <span>Help</span> </div>											

Figure 8.5-12 Inventory Report Screen, Discrepancy Tab

- b. Click the **INV Control Num** to display the inventory discrepancy details.
- c. To print an Open Inventory list:
  - (3) Click the **Print** button to display the Excel screen.
  - (4) Click the **Print** icon on the Excel toolbar to initiate printing.
- d. To delete a discrepant item:
  - (1) Click the **Delete** button.
  - (2) When the Delete Confirmation box appears, click **Yes** to delete, or **No** to deny.

e. To search the open inventory list:

(1) Click the **Search** button to display the **Inventory Search** screen (Figure 8.5-13).

Column Name	Value
INV CONTROL NUM INV CONTROL NUM UIC	

Find Close

Figure 8.5-13 Inventory Search Screen

(2) Select the data element to search by from the **Column Name** LOV.

(3) Enter the **Value** and click the **Find** button.

(4) Click **Close** to exit the screen.

f. To search for a specific item within an inventory:

(1) Click the **Search Inv** button to display the **Inventory Item** search screen (Figure 8.5-14).

Column Name	Value
LIN LIN SUBLIN NSN ITEM NOMEN SERIAL NUM BAR CODE NUM	

Find Close

Figure 8.5-14 Inventory Item Search Screen

(2) Follow the steps in paragraphs e.(2)–(4).



**8.6 Unit Level Asset Visibility.** These processes provide the capability to view/print an asset visibility report, excess reports, shortage reports, excess/shortage reports, and generate a shortage annex form.

**8.6.1 Asset Visibility Report.** Use this process to produce a listing of a unit's assets for a specific SIC.

a. From the Hand Receipts Menu, select **Asset Visibility Report** to display the **Unit Level Asset Visibility** screen (Figure 8.6-1).

**Unit Level Asset Visibility**

Asset Visibility Report  
ASSET-9

UIC:  SIC:  Unit: CS BN ORD MAINT CO

First Prev Next Last Page 1 of 11

LIN	SubLIN	NSN	Nomen	PHR Auth Qty	PHR O/H Qty	PHR D/I Qty	SHR O/H Qty	SHR Auth Qty	Serial Num Mismatch	Auth Mismatch	Qty Mismatch
		5136001893217	DIE,THREAD CUTTING		0	0	0				0
			TOTAL ON HAND/ASSIGNED FOR LIN	0	0			0		0	
SLING		1005013689852	SLING,SMALL ARMS		0	0	64				-64
47026N	S04790	8145013163295	SHIP AND STORAGE CONT		1	0	1				0
			TOTAL ON HAND/ASSIGNED FOR LIN	2	1			2		0	
	S04858	8145013163296	SHIP AND STORAGE CONT		1	0	1				0
			TOTAL ON HAND/ASSIGNED FOR LIN	2	1			2		0	
70073N		6730010807933	VIEWER MICROFICHE BC		0	0	2				-2
			TOTAL ON HAND/ASSIGNED FOR LIN	0	0			2		-2	
70169N		582001W120854	ICOM VHF RADIO		5	0	5				0
			TOTAL ON HAND/ASSIGNED FOR LIN	5	5			5		0	
70209N		7010012329363	COMPUTER ZENITH Z-248		0	0	1				-1
			TOTAL ON HAND/ASSIGNED FOR LIN	4	0			5		-1	
		702501W120184	COMP NOTEBOOK EVEREX		2	0	2				0
			TOTAL ON HAND/ASSIGNED FOR LIN	4	2			5		-1	
		702501W120526	COMP DELL TOWER GXI		2	0	2				0
			TOTAL ON HAND/ASSIGNED FOR LIN	4	2			5		-1	
70210N		701001W1202700	COMP NOTEBOOK DELL		4	0	4				0

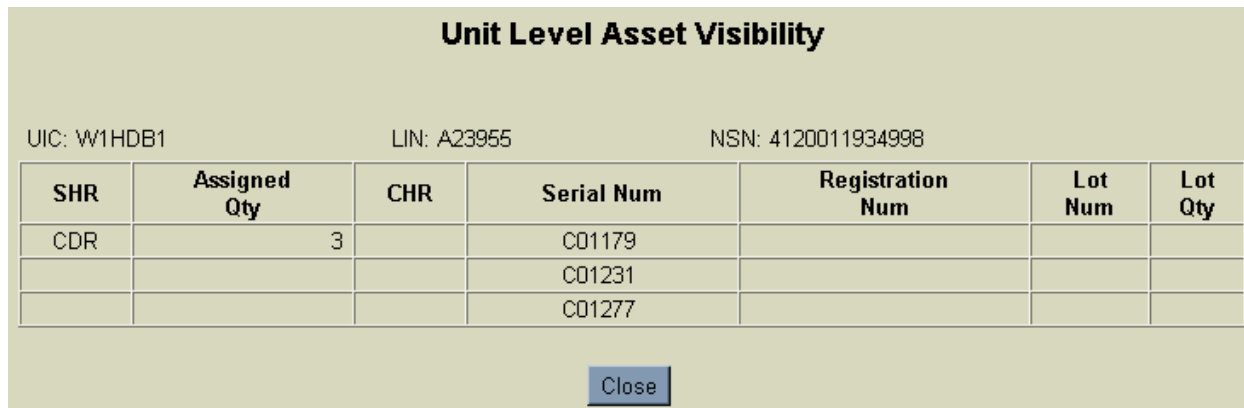
Search... Apply... Refresh... Undo... Insert Delete... Print... Help... Version...

Figure 8.6-1 Unit Level Asset Visibility Screen, SIC Layout

- b. Click the **UIC** LOV and select the UIC.
- c. Click the **SIC** LOV and select the desired SIC.
- d. Click the list control buttons to navigate the asset list.
  - (1) Click the **Next** button to display the next page of the list.
  - (2) Click the **Prev** button to display the previous page of the list.
  - (3) Click the **First** button to display the page of the list.
  - (4) Click the **Last** button to display the last page of the list.

e. To view subhand receipt and component hand receipt data for a specific NSN:

(1) Click the **SHR O/H Qty** number to display a screen containing the component hand receipt information for the LIN (Figure 8.6-2).



The screenshot shows a window titled "Unit Level Asset Visibility". At the top, it displays "UIC: W1HDB1", "LIN: A23955", and "NSN: 4120011934998". Below this is a table with the following columns: SHR, Assigned Qty, CHR, Serial Num, Registration Num, Lot Num, and Lot Qty. The table contains three rows of data. The first row shows "CDR" in the SHR column, "3" in the Assigned Qty column, and "C01179" in the Serial Num column. The second row shows "C01231" in the Serial Num column. The third row shows "C01277" in the Serial Num column. At the bottom right of the window is a "Close" button.

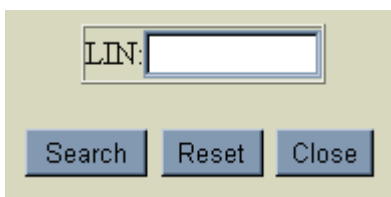
SHR	Assigned Qty	CHR	Serial Num	Registration Num	Lot Num	Lot Qty
CDR	3		C01179			
			C01231			
			C01277			

Figure 8.6-2 Unit Level Asset Visibility Component Hand Receipt Screen

(2) Click the close button to exit the screen.

f. To search for a specific LIN:

(1) Click the **Search** button to display the search screen (Figure 8.6-3).



The screenshot shows a search screen with a text box labeled "LIN:" and three buttons below it: "Search", "Reset", and "Close".

Figure 8.6-3 Unit Level Asset Visibility Search Screen

(2) Enter the **LIN** and click the **Search** button.

g. To print the Unit Level Asset Visibility report:

(1) Click the **Print** button to display the report in Excel.

(2) Click the **Print** icon on the Excel Toolbar to initiate printing the report.

**8.6.2 Component Management.** Use these processes to produce listings of excess components, component shortages, or a combined listing of shortages and excess.

**8.6.2.1 Excess Report.** Use this tab to view excess component items, generate a MILSTRIP Turn-In transaction, and print the Component Management Excess Report.

a. From the **SPR-Module Main Menu**, **Asset Visibility** menu, click **Component Management** to display the **Component Management** screen, **Excess Report** tab (Figure 8.6-4).

Figure 8.6-4 Component Management Screen, Excess Report Tab

**Legend for Figure 8.6-4**

Field Name	Description
SIC	Displays the available Support Indicator Code.
UIC	Displays the available Unit Identification Code.
SHR	Displays the available Sub Hand Receipt Number.
End Item	Displays the available End Item National Stock Number. This LOV is not available when "All" is selected from the <b>SHR</b> LOV.
CHR	Displays the available Component Hand Receipt Number. This LOV is not available when "All" is selected from the <b>SHR</b> or <b>End Item</b> LOV.

- b. Click the desired **LOVs** and make appropriate selections, if available.

**NOTE:** The Component Management screen is dynamic and the columns displayed will depend on the option selected from the SHR, End Item and CHR LOVs (Figures 8.6-5 through 8.6-7).

(1) Selecting "All" from the **SHR** LOV option displays all shortages for the selected UIC by Sub Hand Receipt Number. If "All" is selected the **End Item** and **CHR** LOVs will not be available (Figure 8.6-5).

Component Management													
Excess Report ASSET-6		Shortage Report ASSET-7		Excess/Shortage Report ASSET-8									
SIC: <span style="border: 1px solid black; padding: 2px;">A</span>		UIC: <span style="border: 1px solid black; padding: 2px;">W1HDA</span>		Unit: 21ST CAV BDE									
SHR: <span style="border: 1px solid black; padding: 2px;">All</span>		End Item: All		CHR: All									
Component Items:													
SHR	End Item	CHR	NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Excess	Comp Level	
0SUPPLY	1240009303833	000234	<a href="#">1240002535893</a>	NECKSTRAP	X	EA	U	1	5	0	<a href="#">4</a>	B	
0SUPPLY	1240009303833	000234	<a href="#">1240009303837</a>	CASE	X	EA	U	1	3	0	<a href="#">2</a>	B	
0SUPPLY	1240012075787	000232	<a href="#">5120002544612</a>	BLOWER WATCHMAKER'S	D	EA	U	1	3	0	<a href="#">2</a>	B	
0SUPPLY	1240012075787	000232	<a href="#">6850003929751</a>	CL	X	EA	U	1	2	0	<a href="#">1</a>	B	
0SUPPLY	1240012075787	000232	<a href="#">8020002406361</a>	BRUSH ARTIST	X	EA	U	1	5	0	<a href="#">4</a>	B	
1SG	2320011077155	HHT-9	<a href="#">2540006702459</a>	BAG: PAMPHLET, CTN DUCK, 3 X 9-1/4 X 11-1/4 INCH	X	EA	U	1	5	0	<a href="#">4</a>	B	
1SG	2320011077155	HHT-9	<a href="#">2540012141264</a>	CHAIN: TIRE, 9/32 SIDE X 1/4 CROSS LINK	X	SE	M	2	6	0	<a href="#">4</a>	B	
1SG	2320011077155	HHT-9	<a href="#">4010004370992</a>	CHAIN: TOW, 9/32 LINK X 12 FT LONG	N	EA	U	1	7	0	6	B	
1SG	2320011077155	HHT-9	<a href="#">4210011491356</a>	FIRE EXTINGUISHER: HAND, TYPE I, CLASS 2,	X	EA	U	1	3	0	<a href="#">2</a>	B	
1SG	2320011077155	HHT-9	<a href="#">4210011834822</a>	BRACKET: FIRE EXTINGUISHER	X	EA	U	1	4	0	<a href="#">3</a>	B	
CDR	5180009031049	000008	<a href="#">5120002781283</a>	SCREWDRIVER FLAT TIP	D	EA	U	1	3	0	<a href="#">2</a>	B	
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Search</span> <span>Apply</span> <span>Refresh</span> <span>Undo</span> <span>Insert</span> <span>Delete</span> <span>Print...</span> <span>Help...</span> <span>Version...</span> </div>													

Figure 8.6-5 Component Management Screen, Excess Report Tab

(2) Selecting "All" from the **End Item** LOV displays all shortages for the selected SHR by End Item. If "All" is selected the **CHR** LOV will not be available (Figure 8.6-6).

Component Management													
Excess Report ASSET-6		Shortage Report ASSET-7		Excess/Shortage Report ASSET-8									
SIC: <span style="border: 1px solid black; padding: 2px;">A</span>		UIC: <span style="border: 1px solid black; padding: 2px;">W1HDA</span>		Unit: 21ST CAV BDE									
SHR: <span style="border: 1px solid black; padding: 2px;">1SG</span>		End Item: <span style="border: 1px solid black; padding: 2px;">All</span>		CHR: All									
Component Items:													
End Item	CHR	NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Excess	Comp Level		
2320011077155	HHT-9	<a href="#">2540006702459</a>	BAG: PAMPHLET, CTN DUCK, 3 X 9-1/4 X 11-1/4 INCH	X	EA	U	1	5	0	<a href="#">4</a>	B		
2320011077155	HHT-9	<a href="#">2540012141264</a>	CHAIN: TIRE, 9/32 SIDE X 1/4 CROSS LINK	X	SE	M	2	6	0	<a href="#">4</a>	B		

Figure 8.6-6 Component Management Screen, Excess Report Tab

(3) Selecting “All” from the **CHR** LOV displays all Component Hand Receipts for the selected End Item (Figure 8.6-7).

Component Management												
Excess Report ASSET-6		Shortage Report ASSET-7		Excess/Shortage Report ASSET-8								
SIC: A												
UIC: W1HDAA		Unit: 21ST CAV BDE										
SHR: 1SG												
End Item: 2320011077155		Nomen: TRK UTIL 1-1/4T M998				CHR: All						
Component Items:												
CHR	NSN	Nomen			ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Excess	Comp Level
HHT-9	<u>2540006702459</u>	BAG: PAMPHLET, CTN DUCK, 3 X 9-1/4 X 11-1/4 INCH			X	EA	U	1	5	0	<u>4</u>	B
HHT-9	<u>2540012141264</u>	CHAIN: TIRE, 9/32 SIDE X 1/4 CROSS LINK			X	SE	M	2	6	0	<u>4</u>	B

Figure 8.6-7 Component Management Screen, Excess Report Tab

c. Click the underscored **NSN** to display the **Component Management** screen with Sub Components listed for the selected NSN (Figure 8.6-8), and then click **X** to close the window.

Component Management - Netscape											
Component Management											
UIC: WDJ6AD		SHR: CDR		Component Nsn: 8340008414648				CHR:			
Sub Component Items 1:											
NSN	Nomen			ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Comp Level	
Sub Component Items 2:											
NSN	Nomen			ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Comp Level	
Sub Component Items 3:											
NSN	Nomen			ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Comp Level	

Figure 8.6-8 Component Management Screen, Sub Component List

d. To generate a turn-in for excess items:

(1) Click the underscored **Excess Number** to display the **MILSTRIP Transactions – Turn-In** screen (Figure 8.6-9).

MILSTRIP Transactions - Turn-In MIL-10

Insert Help

UIC: W1HDAA

FSC/ CAGE: 2540

Nomenclature: BAG ASSEMBLY,PAMPHL

RIC: A16

Supply Condition: A

Document Number:

DODAAC:

NIIN/ Part Num: 006702459

UI: EA

Quantity: 4

Return Advice Code: 1N

Fund Code: -P

Origin: CHR SIC: A SHR: 1SG CHR: HHT-9

Figure 8.6-9 MILSTRIP Transactions – Turn-In Screen

(2) For further instructions for the Turn-In process, see Section 9.

e. To search for a specific record(s):

(1) Click the **Search** button to display the **Component Management Search** screen (Figure 8.6-10).

Component Management - Ne...

ARC:

Search Reset Close

Figure 8.6-10 Component Management Search Screen

(2) Enter the Accounting Requirements Code and click the Search button.

e. To print the **Component Management Excess Report** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

**8.6.2.2 Shortage Report.** Use this tab to view shortages, generate a shortage annex, generate a MILSTRIP Request, and print the Component Management Shortage Report.

a. From the **SPR-Module Main Menu**, **Asset Visibility** menu, click **Component Management** to display the **Component Management** screen, with the **Excess Report** tab defaulted. Click the **Shortage Report** tab (Figure 8.6-11).

Figure 8.6-11 Component Management Screen, Shortage Report Tab

*Legend for Figure 8.6-11*

Field Name	Description
SIC	Displays the available Support Indicator Code(s).
UIC	Displays the available Unit Identification Code(s).
SHR	Displays the available Sub Hand Receipt Number(s).
End Item	Displays the available End Item National Stock Number(s). This LOV is not available when "All" is selected from the <b>SHR</b> LOV.
CHR	Displays the available Component Hand Receipt Number(s). This LOV is not available when "All" is selected from the <b>SHR</b> or <b>End Item</b> LOV.

b. Click the desired **LOVs** and make appropriate selections, if available.

**NOTE:** The Component Management screen is dynamic and the columns displayed will depend on the option selected from the SHR, End Item and CHR LOVs (Figures 8.6-12 through 8.6-14).

(1) Selecting "All" from the **SHR** LOV displays all shortages for the selected UIC by Sub Hand Receipt Number. If "All" is selected the **End Item** and **CHR** LOVs will not be available (Figure 8.6-12).

Component Management													
Excess Report ASSET-6		Shortage Report ASSET-7		Excess/Shortage Report ASSET-8									
SIC: A		UIC: WAL6B0		Unit: CS BN ORD MAINT CO									
SHR: All		End Item: All		CHR: All									
Component Items:													
SHR	End Item	CHR	NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Shortage	Comp Level	
01	1080001031246	1SCN2	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	3	B	
01	1080001031246	1SCN3	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	3	B	
01	1080001031246	1SCN4	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	3	B	
01	1080001031246	1SCN5	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	3	B	
01	2320013543385	B-74	5340011147712	STRAP,WEBBING	X	EA	U	2	1	0	1	B	
01	4230011334124	DAPP17	4230011368892	BRUSH, DECONTAMINATING	X	EA	U	1	0	0	1	B	
01	5180002932875	CL0001	5110002933435	SAW, HAND: CROSSCUT, 26"	D	EA	M	2	1	0	1	B	
01	5180002932875	CL0001	5120011128349	HAMMER, HAND: 20 OZ., CLAW	D	EA	U	3	0	0	3	B	
01	6115012747387	B-6E	000000000000001	FUEL LINE AUXILIARY 25 FT	X	EA	U	1	0	0	1	B	
01	6115012747387	B-6E	000000000000004	GROUND WIRE	X	EA	U	1	0	0	1	B	
01	6115012747387	B-6E	2910000661235	ADAPTER, CONTAINER (97403) 13211E7541	X	EA	U	1	0	0	1	B	
01	6115012747387	B-6E	4210002704512	EXTINGUISHER, FIRE, CARBON DIOXIDE (81348) O-E-910	X	EA	U	1	0	0	1	B	
01	6115012747387	B-6E	5120010131676	SLIDE HAMMER, GROUND (97403) 13226E7741	X	EA	U	1	0	0	1	B	
01	6230002997077	11 HTST	5935004940690	ADAPTER, LAMPHOLDER TO CONNECTOR CROSS	X	FA	U	6	4	0	2	R	
Search		Apply		Refresh		Undo		Insert		Delete		Print... Help... Version...	

Figure 8.6-12 Component Management Screen, Shortage Report Tab

(2) Selecting "All" from the **End Item** LOV displays all shortages for the selected SHR by End Item. If "All" is selected the **CHR** LOV will not be available (Figure 8.6-13).

Component Management													
Excess Report ASSET-6		Shortage Report ASSET-7		Excess/Shortage Report ASSET-8									
SIC: A		UIC: WAL6B0		Unit: CS BN ORD MAINT CO									
SHR: 01		End Item: All		CHR: All									
Component Items:													
End Item	CHR	NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Shortage	Comp Level		
1080001031246	1SCN2	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	3	B		
1080001031246	1SCN3	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	3	B		

Figure 8.6-13 Component Management Screen, Shortage Report Tab



(3) Selecting "All" from the **CHR** LOV displays all Component Hand Receipts for the selected End Item (Figure 8.6-14).

Component Management										
Excess Report ASSET-6		Shortage Report ASSET-7		Excess/Shortage Report ASSET-8						
SIC:	A									
UIC:	WAL6B0		Unit:		CS BN ORD MAINT CO					
SHR:	01									
End Item:	2320013543385		Nomen:		TRK CGO 4X4 M1078			CHR:		All
Generate Shortage Annex										
Component Items:										
CHR	NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Shortage	Comp Level
B-74	<u>5340011147712</u>	STRAP,WEBBING	X	EA	U	2	1	0	1	B

Figure 8.6-14 Component Management Screen, Shortage Report Tab

c. Click the underscored **NSN** to display the **Component Management** screen with Sub Components listed for the selected NSN (Figure 8.6-15).

Component Management - Netscape									
Component Management									
UIC: WAGTAD		SHR: 02		Component Nsn: 1080001081114			CHR: CL0004		
Sub Component Items 1:									
NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Comp Level	
<u>1080010511433</u>	CLOTH CAMMOUFLAGED RADAR SCATTERING TYPE II 20SQFT	X	EA	7	1	1	0	C	
<u>1080010622184</u>	TWINE 5 FT LONG	X	EA	U	6	6	0	C	
<u>1080011834433</u>	CASE REPAIR KIT TYPE II	X	EA	7	1	1	0	C	
<u>4020010410788</u>	CORD EDGE REINFORCEMENT 16 FT LONG	X	EA	U	1	1	0	C	
<u>5315005591551</u>	PIN QUICK DISCONNECT/CONNECT	X	EA	U	30	30	0	C	
Sub Component Items 2:									
NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Comp Level	
Sub Component Items 3:									
NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Comp Level	

Figure 8.6-15 Component Management Screen, Sub Component List

d. Click the underscored **NSN** to highlight an item and then click **X** to close the window.

e. To generate a request for a shortage item(s):

(1) Click the underscored **Shortage Number** to display the **MILSTRIP Transactions – Request** screen (Figure 8.6-16).

The screenshot shows the 'MILSTRIP Transactions - Request' window. It has a title bar with 'MILSTRIP Transactions - Request' and 'MIL-01'. Below the title bar are buttons for 'Insert' and 'Help', and a checkbox for 'Generate DHA'. A link 'User Created Catalog' is on the right. The main area contains several groups of input fields: 'Type' (Non-Property Book), 'Document Number (optional)', 'DIC' (AOA), 'DODAAC', 'UIC' (WAL6B0), 'NSN' (5340011147712), 'Supplementary Address', 'RIC' (A16), 'Media Status' (K), 'Demand Code' (N), 'Signal Code' (A), 'Quantity' (1), 'Project Code', 'Type Req Code/EIC', 'ECS', 'Priority Code' (12), 'Advice Code' (2B), 'Required Delivery Date(DD)', 'Suppress Code', 'APC', 'Fund ID', 'Fund Code' (P), and 'Remarks'. At the bottom, there are fields for 'Origin' (CHR), 'SIC' (A), 'SHR' (01), 'CHR' (B-74), 'AUTH LIN', 'SCMC' (9T), 'UI' (EA), 'Unit Price' (24.42), 'Total Price' (24.42), 'ARC' (X), 'AAC' (D), and 'Nomen' (STRAP,WEBBING).

Figure 8.6-16 MILSTRIP Transactions – Request Screen

(2) For further instructions to request an item, see Section 9.

f. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 8.6-17)

The screenshot shows the 'Component Management - Ne...' window. It has a title bar with a star icon and the text 'Component Management - Ne...'. The main area contains a text input field labeled 'ARC:' and three buttons: 'Search', 'Reset', and 'Close'.

Figure 8.6-17 Component Management Search Screen

(2) Enter the Accounting Requirements Code and click the **Search** button.

- g. To generate a Shortage Annex:
  - (1) Click the **Generate Shortage Annex** button to activate Fed Forms and display the DA Form 2062, **Hand Receipt/Annex Number**.
  - (2) Make appropriate entries.
- h. To print the **Hand Receipt/Annex Number** using Fed Form:
  - (1) Click **File**.
  - (2) Click **Print** to display the **Print** screen.
  - (3) Click the **Options** button and make appropriate selections.
  - (4) Click **OK** to return to the **Print** screen.
  - (5) Click **OK** to print the report.
  - (6) Click **X** to close the window.

**8.6.2.3 Excess/Shortage Report.** Use this tab to view a consolidated list of excess and shortage component items and print the Component Management Excess/Shortage Report.

- a. From the **SPR-Module Main Menu**, **Asset Visibility** menu, click **Component Management** to display the **Component Management** screen, with the **Excess Report** tab defaulted. Click the **Excess/Shortage Report** tab (Figure 8.6-18).

Component Management									
Excess Report ASSET-6		Shortage Report ASSET-7		Excess/Shortage Report ASSET-8					
SIC:		<div style="border: 1px solid black; padding: 2px;">2</div>							
UIC:		<div style="border: 1px solid black; padding: 2px;">WS65AA</div>		Unit:		CS CO MAINT CO GS			
SHR:		<div style="border: 1px solid black; padding: 2px;">000-01</div>							
End Item:		<div style="border: 1px solid black; padding: 2px;"></div>		Nomen:				CHR: <div style="border: 1px solid black; padding: 2px;"></div>	
Component Items:									
NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Ex/Short	Comp Level

Search

Apply

Refresh

Undo

Insert

Delete

Print...

Help...

Version...

Print

Help

Version

Figure 8.6-18 Component Management Screen, Excess/Shortage Tab

*Legend for Figure 8.6-18*

Field Name	Description
SIC	Displays the available Support Indicator Code(s).
UIC	Displays the available Unit Identification Code(s).
SHR	Displays the available Sub Hand Receipt(s).
End Item	Displays the available End Item National Stock Number(s). This LOV is not available when “All” is selected from the <b>SHR</b> LOV.
CHR	Displays the available Component Hand Receipt Number(s). This LOV is not available when “All” is selected from the <b>SHR</b> or <b>End Item</b> LOV.

- b. Click the desired **LOVs** and make appropriate selections, if available.

**NOTE:** The Component Management screen is dynamic and the columns displayed will depend on the option selected from the SHR, End Item or CHR LOVs (Figures 8.6-19 through 8.6-21).

(1) Selecting "All" from the **SHR** LOV displays all shortages for the selected UIC by Sub Hand Receipt Number. If "All" is selected the **End Item** and **CHR** LOVs will not be available (Figure 8.6-19).

Component Management													
Excess Report ASSET-6		Shortage Report ASSET-7		Excess/Shortage Report ASSET-8									
SIC: <span style="border: 1px solid black; padding: 2px;">A</span>													
UIC: <span style="border: 1px solid black; padding: 2px;">WAL6B0</span>		Unit: CS BN ORD MAINT CO											
SHR: <span style="border: 1px solid black; padding: 2px;">All</span>													
End Item: All		CHR: All											
Component Items:													
SHR	End Item	CHR	NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Ex/Short	Comp Level	
01	1080001031246	1SCN2	<a href="#">1080005715015</a>	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	-3	B	
01	1080001031246	1SCN3	<a href="#">1080005715015</a>	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	-3	B	
01	1080001031246	1SCN4	<a href="#">1080005715015</a>	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	-3	B	
01	1080001031246	1SCN5	<a href="#">1080005715015</a>	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	-3	B	
01	2320013543385	B-74	<a href="#">5340011147712</a>	STRAP,WEBBING	X	EA	U	2	1	0	-1	B	
01	4230011334124	DAPP17	<a href="#">4230011368892</a>	BRUSH, DECONTAMINATING	X	EA	U	1	0	0	-1	B	
01	5180002932875	CL0001	<a href="#">5110002933435</a>	SAW, HAND: CROSSCUT, 26"	D	EA	M	2	1	0	-1	B	
01	5180002932875	CL0001	<a href="#">5120011128349</a>	HAMMER, HAND: 20 OZ., CLAW	D	EA	U	3	0	0	-3	B	
01	6115012747387	B-6E	<a href="#">0000000000000001</a>	FUEL LINE AUXILIARY 25 FT	X	EA	U	1	0	0	-1	B	
01	6115012747387	B-6E	<a href="#">0000000000000004</a>	GROUND WIRE	X	EA	U	1	0	0	-1	B	
01	6115012747387	B-6E	<a href="#">2910000661235</a>	ADAPTER, CONTAINER (97403) 13211E7541	X	EA	U	1	0	0	-1	B	
01	6115012747387	B-6E	<a href="#">4210002704512</a>	EXTINGUISHER, FIRE, CARBON DIOXIDE (81348) O-E-910	X	EA	U	1	0	0	-1	B	
01	6115012747387	B-6E	<a href="#">5120010131676</a>	SLIDE HAMMER, GROUND (97403) 13226E7741	X	EA	U	1	0	0	-1	B	
01	6230002997077	1LHTST	<a href="#">5935004940690</a>	ADAPTER, LAMPHOLDER TO CONNNECTOR CROSS CHADE	X	EA	U	6	4	0	-2	B	
<span>Search</span> <span>Apply</span> <span>Refresh</span> <span>Undo</span> <span>Insert</span> <span>Delete</span> <span>Print...</span> <span>Help...</span> <span>Version...</span>													

Figure 8.6-19 Component Management Screen, Excess/Shortage Report Tab

(2) Selecting "All" from the **End Item** LOV displays all shortages for the selected SHR by End Item. If "All" is selected the **CHR** LOV will not be available (Figure 8.6-20).

Component Management													
Excess Report ASSET-6		Shortage Report ASSET-7		Excess/Shortage Report ASSET-8									
SIC: <span style="border: 1px solid black; padding: 2px;">A</span>													
UIC: <span style="border: 1px solid black; padding: 2px;">WAL6B0</span>		Unit: CS BN ORD MAINT CO											
SHR: <span style="border: 1px solid black; padding: 2px;">03</span>													
End Item: <span style="border: 1px solid black; padding: 2px;">All</span>		CHR: All											
Component Items:													
End Item	CHR	NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Ex/Short	Comp Level		
1080001031246	3SCN10	<a href="#">1080005715015</a>	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	2	0	-1	B		
1080001031246	3SCN8	<a href="#">1080005715015</a>	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	2	0	-1	B		
1080001031246	3SCN9	<a href="#">1080005715015</a>	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	2	0	-1	B		

Figure 8.6-20 Component Management Screen, Excess/Shortage Report Tab

(3) Selecting "All" from the **CHR** LOV displays all Component Hand Receipts for the selected End Item (Figure 8.6-21).

Component Management													
Excess Report ASSET-6		Shortage Report ASSET-7		Excess/Shortage Report ASSET-8									
SIC: <span style="border: 1px solid black; padding: 2px;">A</span>													
UIC: <span style="border: 1px solid black; padding: 2px;">WAL6B0</span>		Unit: CS BN ORD MAINT CO											
SHR: <span style="border: 1px solid black; padding: 2px;">03</span>													
End Item: <span style="border: 1px solid black; padding: 2px;">4940004357764</span>		Nomen: EL S AN/ASM-146B L/P										CHR: <span style="border: 1px solid black; padding: 2px;">All</span>	
Component Items:													
CHR	NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Ex/Short	Comp Level			
B-62S	<a href="#">4940009372553</a>	CANOPY, INSTALLATION: CW-924	X	EA	U	1	0	0	-1	B			
B-62S	<a href="#">5110002932339</a>	AXE	D	EA	M	1	0	0	-1	B			

Figure 8.6-21 Component Management Screen, Excess/Shortage Report Tab

c. Click the underscored **NSN** to display the **Component Management** screen with Sub Components listed for the selected NSN (Figure 8.6-22).

**Component Management**

UIC: WAGTDO      SHR: CDR      Component Nsn: 5110002932336      CHR: CL0001

Sub Component Items 1:

NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Comp Level

Sub Component Items 2:

NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Comp Level

Sub Component Items 3:

NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Comp Level

Figure 8.6-22 Component Management Screen, Sub Component List

d. Click the underscored **NSN** to highlight an item, and then click **X** to close the window.

e. The **Ex/Short** column displays the number of excess or shortage item(s). A positive number represents an excess item(s) and selecting this number will generate a turn-in. A negative number represents a shortage item and selecting this number will generate a request. Use the steps below to generate the appropriate Turn-In or Request Document:

(1) Excess Turn-In:

(a) Click the underscored **Positive Number** to display the **MILSTRIP Transactions – Turn-In** screen (Figure 8.6-23).

The screenshot shows the 'MILSTRIP Transactions - Turn-In' screen. The title bar at the top contains 'MILSTRIP Transactions - Turn-In' and 'MIL-10'. Below the title bar, there are two buttons: 'Insert' and 'Help'. The main area contains several input fields and dropdown menus:

- UIC:** W1HDAA
- FSC/ CAGE:** 2540
- Nomenclature:** BAG ASSEMBLY,PAMPHL
- RIC:** A16 (dropdown)
- Supply Condition:** A (dropdown)
- Document Number:** (empty text box)
- DODAAC:** (empty text box)
- NIIN/ Part Num:** 006702459
- UI:** EA (dropdown)
- Quantity:** 4 (dropdown)
- Return Advice Code:** 1N (dropdown)
- Fund Code:** -P (dropdown)
- Origin:** CHR (dropdown)
- SIC:** A (dropdown)
- SHR:** 1SG (dropdown)
- CHR:** HHT-9 (dropdown)

Figure 8.6-23 MILSTRIP Transactions – Turn-In Screen

(b) For further instructions to turn-in an item, see Section 9.



(2) Shortage Request:

(a) Click the underscored **Negative Number** to display the **MILSTRIP Transactions – Request** screen (Figure 8.6-24).

The screenshot shows the 'MILSTRIP Transactions - Request' window. The title bar includes 'MILSTRIP Transactions - Request' and 'MIL-01'. Below the title bar are buttons for 'Insert' and 'Help', and a checkbox for 'Generate DHA'. A link 'User Created Catalog' is visible. The main area contains several groups of input fields: 'Type' (Non-Property Book), 'Document Number (optional)', 'DODAAC', 'UIC', 'NSN', 'Supplemental Address', 'RIC', 'Media Status', 'Demand Code', 'Signal Code', 'Quantity', 'Project Code', 'Type Req Code/EIC', 'ECS', 'Priority Code', 'Advice Code', 'Required Delivery Date(DD)', 'Suppress Code', 'APC', 'Fund Code', 'PBIC', 'Fund ID', 'Remarks', 'Origin', 'SIC', 'SHR', and 'CHR'. At the bottom, there are fields for 'AUTH LIN', 'SCMC', 'UI', 'Unit Price', 'Total Price', 'ARC', 'AAC', and 'Nomen'.

Figure 8.6-24 MILSTRIP Transactions – Request Screen

(b) For further instructions to request an item, see Section 9.

f. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 8.6-25)

The screenshot shows the 'Component Management Search' window. The title bar reads 'Component Management - Ne...'. The window contains an input field labeled 'ARC:' and three buttons: 'Search', 'Reset', and 'Close'.

Figure 8.6-25 Component Management Search Screen

(2) Enter the Accounting Requirements Code and click the **Search** button.

g. To print the **Component Management Excess/Shortage Report** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.